Saudi Electricity Company		الشركة السعودية للكهرباء
Business Line ***Distribution & Customer Services***	**Sector** ***Distribution Services***	**Department** ***Planning***
Issue Date:	Rev. # :	

TURNKEY PROJECTS IMPLEMENTATION PROCEDURES MANUAL

Prepared by	Budget & Business Accounting Division Manager	
Reviewed by	Planning Department Manager	
Approved by	Distribution Services Executive Director	

Saudi Electricity Company		الشركة السعودية للكهرباء

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TURNKEY PROJECTS IMPLEMENTATION PROCEDURES MANUAL

LEGEND

S.N.	Name	Legend
1	Appropriation For Expenditure	AFE
2	Base Design Review Meeting	BDRM
3	Budget Item Addition Change Request	BIACR
4	Bulk Assets Planning Division	BAPD
5	Contract Action Plan	CAP
6	Contracting Department	CD
7	Contractor ID / Sticker Clearance Report	CIDSCR
8	Control Operation and Center	CO&C
9	Dammam Substation Maintenance Division	DSMD
10	Depreciation Certificate	DC
11	Distribution Engineering Department	DED
12	Final Acceptance Certificate	FAC
13	Final Receipt and Release Agreement	FR&RA
14	Fire Fighting & Loss Prevention Division	FF&LPD
15	Identification Card	ID
16	Industrial Security Department	ISD
17	Inspection & Test Plan	I&TP
18	Issued for Construction	IFC
19	Job Explanation	Job-X
20	Main Distribution Network Operation Department	MDNOD
21	Material Disposal Request	MDR
22	Monthly Executive Report	MER
23	Operation & Maintenance Transmission Network Division	O&MTND
24	Planning & Technical Support Division	PTSD

LEGEND

S.N.	Name	Legend
25	Preliminary Acceptance Certificate	PAC
26	Professional Development Program	PDP
27	Project Change Request	PCR
28	Project Engineer	PE
29	Projects Division	PD
30	Protection & Testing Division	P&TD
31	Protection Engineering Division	PED
32	Purchase Order	PO
33	Quality Assurance / Quality Control	QA/QC
34	Saudi Electricity Company	SEC
35	Scope of Work & Technical Specifications	SOW&TS
36	Short Form Contracts	SFC
37	Site Delivery Certificate	SDC
38	Site Engineer	SE
39	Substation Maintenance Department	SMD
40	System Operation & Control Department	SO&CD
41	System Performance, Forecasting & Budgets Div.	SPFBDV
42	Technical Completion Certificate	TCC
43	Technical Support Division	TSD
44	Telecommunication Department	TCD
45	Telecommunication System Planning Division	TSPD
46	Transmission Assets Planning Department	TAPD
47	Transmission Documents Management Division	TDMD
48	Transmission Standards & Specifications Department	TSSD

Index

Subject — Page No.

SECTION 1 : Introduction

1.1 Introductory Statement 1
1.2 About the Manual 1
1.3 General Overview 3
1.4 Functional Chart 5

SECTION 2 :Turnkey & Short Form Contract Preliminaries and Procurement

2.1 Turnkey Contract 1
2.2 Short Form Contract Procurement 2

SECTION 3 : Contract Implementation

3.1 Introduction 1
3.2 Kick-off Meeting 3
3.3 Site Handover 5
3.4 Base Design 6
3.5 Detailed Engineering Design 8
3.6 Subcontracting 11
3.7 Project Supervision 13
3.8 Progress Monitoring 17
3.9 Management Reporting 20
3.10 Project Submittals 21
3.11 Miscellaneous Activities 23
3.12 Testing and Commissioning 31

SECTION 4 : Project Close-out

4.1 Introduction 1
4.2 Technical Completion 1
4.3 Preliminary Acceptance 7
4.4 Final Acceptance 9

SECTION I : Introduction

1.1 Introductory Statement

This section contains the following sub-sections as indicated, to give the reader(s) the perspective of the Turnkey Project Implementation Procedures Manual, that will lead to their interest in knowing the Projects Division (PD) mission and its relevant objectives, goals or targets, and corresponding strategies:

1.2 About the Manual

1.2.1 Purpose

Three objectives or purposes are served by this Operating Procedures Manual such as the following:

1.2.1.1 It provides users with essential information on policies and procedures for Project Management activities within (PD) and among PD and other allied SEC organizations.

1.2.1.2 It serves as an official document of communication for management of PD's daily activities.

1.2.1.3 It provides an effective source of information for new employees, especially for Professional Development Program (PDP)s and all other new comers.

1.2.2 Users

The manual will be especially useful for all who are directly involved in project execution in PD. Users shall adhere to the procedures laid down in this manual. This manual can also be useful to new employees and PDPs who need to be familiar with the policies and procedures of PD.

SECTION I : Introduction

1.2.3 Major Topics

All procedures, policies and other information presented in this manual are related to the involvement of PD in the Contract life cycle namely, Contract Procurement, Implementation, and Project Close-out.

This manual is organized in 4 major Sections and 4 appendices such as the following:

1.2.3.1 Section 1:

Contains introductory information about this Manual and the organization, responsibility and function of PD and its relations with various other departments & divisions.

1.2.3.2 Section 2:

Describes the involvement of PD during the Turnkey Contract's Procurement by others as well as operating procedures for Short Form Contract Preliminaries & Procurement by PD.

1.2.3.3 Section 3:

Provides the procedures on Contract Implementation that deals with the kick-off Meeting, Site Handover, Base Design, Detail Engineering Design, Sub-contracting, Project Supervision, Progress Monitoring, Project Status Report, Project Submittals, Miscellaneous Activities and Testing & Commissioning.

1.2.3.4 Section 4:

Defines the Project Close-out involving the Technical Completion, energization notification, Preliminary Acceptance and Final Acceptance.

Four appendices from I to IV for the Forms and Templates used in the aforementioned sections accompanied by index.

SECTION I : Introduction

1.2.4 *Updating Or Changes (Additions, Deletions and Revisions)*

This manual shall be available electronically at Distribution Services web page as well as in hard copies. Each hard copy manual holder is expected to keep his copy of the manual updated. A new index will be accompanied with each update, deleting, adding or revising a specific procedure or set of procedures. Also, a revision sheet will be attached, indicating the type of change, the pages affected, the procedure number and its effective date. Manual holder is requested to keep the revision page in the back of the manual.

If any one needs to change a particular procedure or set of procedures, he shall complete and submit "Revision Request" *(Form # PD-F-001, item # 2 of appendix I)* to the attention of the Planning Department Manager (DSPLDMG@se.com.sa).

After the review and approval of the "Revision Request," the subject procedure will be revised and the electronic file shall be updated accordingly. Each manual holder will be furnished with a copy of the revision for necessary update of the manual.

For any clarification on this Manual, please contact Planning Department (Tel: 014619244) or send e-mail to (BDVBADV@se.com.sa).

1.3 *General Overview*

Projects Division (PD) is a Division of Distribution Engineering Department of Distribution & Customer Services Region Sector(s) under Distribution & Customer Services Business Line.

For the organizational structure of the Distribution & Customer Services Business Line, Distribution & Customer Services Region Sector, Distribution Engineering Department and the Projects Division (PD) please refer to the following items:

SECTION I : Introduction

1.3.1 **SEC Distribution & Customer Services Business Unit Organization Structure** *(Template # PD-T-002, item # 3 of appendix I).*

1.3.2 **Projects Division (PD) Responsibilities:**

PD is the Company agent that is responsible for the Management of construction and installation of the medium voltage 69 kV and below distribution facilities in the SEC Central, Eastern, western and southern Region (CR, ER, WR & SR). The constructed projects such as Substations and Distribution Networks shall be in compliance with the scope of work and technical specifications, within the specified time schedule and budgetary constraints.

Further, PD is responsible for the following administrative activities.

1.3.2.1 Preparation of annual Operating and Business Plan for manpower, vehicles and equipment of PD.

1.3.2.2 Preparation of Management Career Development and Professional Development Plans with target to increase the Saudi manpower.

1.3.2.3 Coordinate divisional activities (operating and capital).

1.3.2.4 Coordinates divisional activities (operating and capital) with other SEC divisions.

1.3.2.5 Directs and regulates resources of PD for effective implementation of projects.

1.3.2.6 Evaluates employees' performance levels and identify their need for training and development in order to improve manpower utilization in PD.

SECTION I : Introduction

1.4 Functional Chart

For hierarchical and chain of commands, a functional chart for Project Management Team is shown in (*Template # PD-T-003, item # 4 of appendix I*).

1.4.1 Project Management Team

1.4.1.1 The Implementation Team is responsible for implementing the project starting from award of the contract up to closeout. The team is composed of the division Manager as the projects Manager supported by the concerned Engineering Specialist, Distribution Project Engineers and Site Engineers. Electricity departments are also involved in implementing the project.

1.4.1.2 Also, other concerned SEC departments take an active role in the project activities such as

1. Contracting Department
2. electricity departments
3. Controller Department
4. Industrial Security Department
5. Telecom. Department
6. SCADA
7. Main Distribution Network Operation Department
8. Substation Maintenance Department (Transmission)
9. Major Account Department

SECTION 2 :Turnkey & Short Form Contract Preliminaries and Procurement

2.1 *Turnkey Contract*

2.1.1 *Introduction*

The Company projects are usually procured through a Turnkey methodology. These types of contracts procurement shall be performed by Distribution Engineering Department in Distribution & Customer Services Region Sector.

As PD is responsible for implementing the medium voltage 69 kV and below projects, PD involvements in project implementation with other departments and divisions shall be limited to the activities listed hereunder. Please see the execution flow chart *(Template # PD-T-0011, item # 1 of appendix II).*

- Review Draft Scope of Work.
- PD to specify the Contractor's minimum Key Personnel requirement to be added in Instruction to Bidders of Performa Contract.
- Review / Concurrence of Contract Action Plan (CAP)
- PD is involved in grouping of more than one projects in one contract, depending upon location, type (new or reinforcement) and value of each project in order to make the execution of the contract more practicable and feasible.
- Prepare Sch. B, C, and Pricing Attachment in coordination with CD Contract Rep.
- Contribute in review of Contract Performa prior to awarding.
- Attend Job Explanation Meeting & Site Visit.
- Contribute in the contractor's technical/commercial bid evaluation.
- Attend the final bid clarification meeting prior to awarding of contract.
- Issue required Appropriation for Expenditure (AFE)/ Budget Item Addition Change Request (BIACR)
- Review contractor's pre-qualification documents for turnkey and Short Form contracts.

SECTION 2 :Turnkey & Short Form Contract Preliminaries and Procurement

2.2 Short Form Contract Procurement

2.2.1 Introduction

Short Form Contracts (SFC) are used for contracts below SR 1,000,000 in value and less than 6 months duration. It can effectively be used as emergency fillers to the ongoing projects and are valuable when some works are to be done on an urgent basis. It serves as a quick fix solution when time is of the essence.
Payment for SFC shall be one lump sum after completion of the work and acceptance by SEC.

These types of Contracts procurement shall be processed fully in-house within the Distribution Engineering Department (DED) and some of these contracts are processed by MDNOD. The major activities coming under the short form contract procurement as shown in the execution Flow Chart *(Template # PD-T- 011, item # 1 of appendix II)* are summarized below.

2.2.2 Procedure

2.2.2.1 Scope of Work

MDNOD, & DED

Prepare the Scope of Work that clearly defines all aspects of the work including all relevant drawings and attachments as required.

2.2.2.2 Estimate

Prepare an estimate to determine that the total Value is within the range of SFC and also to establish the Contract Signatory per Corporate Approval Authority.

2.2.2.3 Short Form Contract Request

Prepares and routes the SFC request as per Contracting Department's Manual for securing approval of the Contract Signatory .

2.2.2.4 *Pre-qualification of Bidders (Open Bid)*

DED

2.2.2.4.1 Completes the information for bidders, as per Contracting Department's Manual and advertises the SFC via Contracting Department's Bulletin Board and any approved means of communication.

2.2.2.4.2 Issues pre-qualification forms to all interested Contractors comprising of Contractor Pre-Qualification Summary Sheet *(Form # PD-F- 012, item # 2 of appendix II)*.

2.2.2.4.3 Records the issue and receipts of PQ Documents in a PQ Distribution Control Sheet (*Form # PD-F-013, item # 3 of appendix II)*.

2.2.2.4.4 Reviews the PQ documents technically. No financial review is necessary. However, check with Contracting Department (CD) to ensure that the technically qualified Contractors are not black listed.

2.2.2.4.5 Prepares a Bid Slate approved by the Division Manager.

2.2.2.5 *Selective or Single Source Bidding*

For selective or Single Source Bidding, a prior approval shall be obtained from the Short Form Contract Signatory as specified in the Contracting Department Manual.

2.2.2.6 *Issuance of Bid Package*

DED

Compiles a bid package, comprising of Bid Form *(Form # PD-F- 014, item # 4 of appendix II)*, Pricing Attachment *(Form # PD-F- 015, item # 5 of appendix II)*, Scope of Work, drawings and other instructions to bidder and issue to each qualified Bidder, one week prior to Job Explanation Meeting schedule.

2.2.2.7 *Job Explanation Meeting*

PD

2.2.2.7.1 Invites all qualified contractors to attend the Job Explanation Meeting and subsequent site visit.

2.2.2.7.2 Briefly describes the work to be carried out. Clearly indicates any restrictions or constraints that may be encountered in carrying out the work.

2.2.2.7.3 Explains the SFC terms and conditions and particularly the method of payment.

2.2.2.7.4 Clarifies any queries bidders may have.

2.2.2.7.5 Indicates the form in which bids are to be submitted.

2.2.2.7.6 Clearly indicates the bid closing and opening date, and the time and place where bids are to be deposited and those who submitted bids will be allowed to attend bid opening.

2.2.2.7.7 Clearly states that SEC reserves the right to reject all bids for any reason what so ever or to accept any one bid and reject all other.

2.2.2.8 *Bid Closing*

DED Contract Representative

Receives all bids in a sealed condition up to the pre announced time for closing of bids.

2.2.2.9 *Bid Opening*

DED Contract Representative

2.2.2.9.1 Opens the bids at the pre-announced time and place in the presence of Contractors who have submitted bids.

2.2.2.9.2 Reads only the Lump Sum Prices. No discussion or clarifications shall be entertained.

2.2.2.9.3 Initials all bids received.

2.2.2.10 Bid Evaluation

Bid Review Team PD, SPFBDV & CD as needed

2.2.2.10.1 Review the lowest bidder's bid for completeness and compliance with the Scope of Work (SOW), Technical Specifications (TS) and schedule.

2.2.2.10.2 Hold Bid Clarification Meeting or clarify in writing from the lowest bidder, any necessary Information and requests their confirmation in writing.

2.2.2.10.3 Provide direction in case the lowest bid, even after negotiation and all effort has been exhausted, is greater than SR 1.0 M.

2.2.2.11 Single Source Bidding - Negotiation

In the case of Single Source Bidding, a Company estimate shall be prepared as basis for price negotiation. However ,prior approval from contract signatory shall be obtained.

2.2.2.12 Award of Short Form Contract

PD

Prepares an Award Recommendation if the lowest Bidder's bid is found acceptable, which shall be attached to the completed SFC documents and routed for signature.

2.2.3 Approval

SFC signatories shall be as per the Corporate Approval Authority Guidelines.

Note: All the SFCs shall be procured and administered as per Short Form Contracts Manual.

SECTION 3 : Contract Implementation

3.1 Introduction

The primary responsibility of PD is to implement the contracts, as defined in Capital Budget Program, through the approved contractors. The major activities coming under the contract implementation as shown in the flow chart *(Template # PD-T- 011, Item # 1 of Appendix II)* are summarized below:

3.1.1 Kick-off Meeting

Within a period of two (2) weeks after contract signing date (starting date) of the contract, a Kick-off meeting is held with the contractor to explain the specific guidelines, communication procedures and requirements of SEC during the project implementation, namely, the Scope of Work, SEC technical standards and specifications, project schedule and critical milestone dates and any other specific condition(s) of the contract. It also gives the contractor an opportunity to discuss all matters related to carry out his responsibilities.

3.1.2 Site Handover

Within one (1) week after Kick-off Meeting the Company shall handover the project site to contractor in writing and Site Delivery Certificate (SDC) shall be signed by the Contractor upon site hand over to him by the authorized PD representative. For information starting date for contract is not dependent on site handover.

3.1.3 Base Design

This is the next step to be carried out in the contract implementation stage. It is generally a 10 to 12 weeks period of preliminary engineering design following the Kick-off Meeting or as specified in the SOW&TS. Within this period Contractor should submit complete base design documents, not in parts, as per SOW&TS.

The purpose of the base design is to completely define the Project in enough details in order to incorporate all SEC requirements as specified in the contract. Base design is reviewed by concerned SEC departments and comments shall be discussed & finalized during base design review meeting.

SECTION 3 : Contract Implementation

3.1.4 *Detailed Engineering Design.*

On successful completion of the base design phase, the contractor is required to prepare and submit the detailed engineering design. The detailed engineering design is required to be reviewed by PD in coordination with other concerned SEC departments to ensure completeness and compliance to the SOW&TS requirements.

3.1.5 *Subcontracting*

Subcontracting is the process of selecting the competent subcontractor(s) by the main contractor to execute certain discrete project activities where the main contractor has no specialization or resources.

3.1.6 *Project Supervision*

This is the function of coordinating project activities with concerned SEC departments to verify and ensure that the Contractor is executing the project as per the contract.

3.1.7 *Progress Monitoring*

This is done at regular intervals and in an organized manner to verify and make sure that the project is being executed so that the critical milestone dates can be achieved; Project progress monitoring enables to take corrective action, well in advance, to avoid possible delays.

3.1.8 *Project Status Reporting*

It is the activity of reporting to the Management on monthly basis the actual progress of work against scheduled progress, and major site achievements and obstacles.

3.1.9 *Project Submittals*

Approval of various project submittals from the contractor is done generally in consultation with concerned SEC Departments.

3.1.10 *Miscellaneous Activities*

The smooth implementation of the project requires several activities to be considered during the project implementation stage. Such activities are summarized as follow:

a) Identification Card (ID), Vehicle Sticker and Gate Pass.
b) Work permits.
c) Accident and Theft Reporting.
d) SEC Material Supplied.
e) Returning of Materials to SEC warehouse.
f) Equipment Outage.
g) Cost Control and Invoicing
h) Change orders/amendments

3.1.11 *Testing and Commissioning*

It is carried out to test and commission all equipment, protection schemes and other systems to verify the correct functioning of facility. After the satisfactory testing and commissioning, the facility is ready to be energized and to be handed over to SEC concerned department.

3.2 *Kick-off Meeting*

3.2.1 *Introduction*

Kick-off meeting between SEC and the Contractor(s) shall be conducted, preferably within two (2) weeks from the date of contract signing. Representatives from all concerned SEC organizations shall be invited to the meeting. Contractor shall be requested to attend the meeting with all his key personnel proposed and accepted for the project.

SECTION 3 : Contract Implementation

3.2.2 *Purpose*

Kick-off meeting is conducted to:

3.2.2.1 Explain briefly the contractor's obligations in carrying out the work and to highlight SEC specific requirements.

3.2.2.2 Clear any doubts on SOW&TS and any other terms of contract SEC Standards and Specifications etc.

3.2.2.3 Get the contractor's commitment in achieving specific project schedule requirements as specified in the Guidelines for Kick-Off Meeting *(Template # PD-T- 021, Item # 1 of Appendix III).*

3.2.2.4 Give the contractor an opportunity to discuss and clarify matters, if any, related to carrying out his obligations.

3.2.2.5 Discuss communication procedure between Contractor and PD.

3.2.2.6 Inform contractor to obtain any details of existing facilities like substation / transmission line or drawings through PD. For outside facilities, Work permit and construction permit, Contractor shall coordinate with local authorities.

3.2.2.7 Inform contractor to prepare Quality control plan & safety plan.

3.2.3 *Procedure*

Guidelines, Agenda and Attendance Record for conducting Kick-off Meeting are given in Templates & *Forms Nos. (Template # PD-T- 021, PD-T- 022 & PD-F- 023 , Item # 1,2 & 3 of Appendix III)* respectively.

SECTION 3 : Contract Implementation

3.3 *Site Handover*

3.3.1 *Introduction*

The site is considered handed over to the contractor upon contract award as described in the contract. Otherwise, a SDC *(Form # PD-F-024, Item # 4 of Appendix III)* shall be processed to handover the site to contractor within a week from the Kick-off Meeting. The authorized representative from the contractor and the Company shall sign the Site Delivery Certificate.

3.3.2 *Purpose*

The Company wants to ensure that the contractor has received the site with no obstacles, and the contractor shall proceed immediately on the project implementation activities to meet the Contract Milestone Dates.

3.3.3 *Procedure*

PD-PE 3.3.3.1 Prepares and finalizes the SDC if it is required by the terms of the Contract.

3.3.3.2 Arranges with the contractor to visit and receive the site.

3.3.4 *Approval*

PD-PE Signs the SDC to certify that the site is handed over to the Contractor's representative. Contractor to acknowledge the site and sign the SDC.

SECTION 3 : Contract Implementation

3.4 Base Design

3.4.1 Introduction

For any turnkey contract, SOW&TS issued as part of bid package is only conceptual. Using the SOW&TS as a guideline, more detailed

design shall be developed for construction, installation and all other activities up to completion of the project. Preliminary phase of engineering following the kick-off meeting is considered as Base Design.

Note: The base design phase of the project is around 10-12 weeks period of preliminary engineering following the kick-off meeting or as specified in the SOW&TS.

3.4.2 Purpose

The purpose of the Base Design is to completely define the project in enough details to satisfy SEC that all requirements specified in the contract are being met. Information presented and decisions taken during the base design phase of the project shall be used as a guide throughout the project and shall be considered binding on both parties, i.e., SEC and Contractor.

3.4.3 Procedure

Contractor 3.4.3.1 Prepares and submits required number of copies of the base design package with all relevant technical particulars emphasizing the basic approach, strategies, design parameters and any other relevant information to PD.

PD-PE 3.4.3.2 Distributes the base design package to SEC concerned departments, as indicated below, for review and comments. The concerned Departments shall submit their comments to PD within three (3) weeks time.

SECTION 3 : Contract Implementation

1.	DED *	-	Civil, Electrical, Electro-Mechanical
2.	DED *	-	QA/QC Plan and Type test reports
3.	DED & MDNOD	-	Equipment Testing and Commissioning Plan
4.	MDNOD &	-	Outage Plan Electricity Depts.
5.	Telecom. Dept.	-	Telecommunication
6.	SO&CD / SCADA	-	SCADA
7.	ISD	-	Fire Fighting & Loss Prevention.
8.	MDNOD	-	Protection Scheme.

* TSD, PD, Engineering Group

PD

3.4.3.3 Comments received from concerned SEC Departments shall be evaluated by the assigned Project Engineer (PE) based on SOW&TS and any other terms of contract, SEC standard requirements and guidelines, etc.

3.4.3.4 Issues the consolidated SEC comments to Contractor and give to Contractor a reasonable period of 2 weeks to respond SEC's comments.

3.4.3.5 Arranges for the Base Design Review Meeting (BDRM) to resolve all the valid comments generated by SEC concerned departments and for contractor to agree and comply with them.

SECTION 3 : Contract Implementation

Concerned Depts./Divs. 3.4.3.6 Concerned SEC department personnel(who were involved in the review of the Base Design Package) shall attend the BDRM as applicable for any clarification / discussion.

Notes: Following items shall be considered important and implemented strictly.

1. *The scope of work defined in the Contract shall not be changed as a result of any discussion during the Base Design meeting.*
2. *Total contract price shall not be changed as a result of any agreement / decision reached during the meeting. The changes, positive/negative, shall be dealt with according to the Contract's terms and conditions.*

3.4.4 Approval

Contractor 3.4.4.1 Prepares the Minutes of BDRM based on the agreements / decisions reached during the BDRM. *Form # PD-F- 025, Item # 5 of Appendix III* can be used to prepare the minute.

PD-PE 3.4.4.2 Ensures that the Minutes of the BDRM is signed by Contractor and concurred by all concerned SEC departments / divisions.

Note: Once concurred by concerned SEC departments and signed by the Contractor, this document shall be regarded as legal document of the contract.

3.5 Detailed Engineering Design

3.5.1 Introduction

Under contract implementation, detailed engineering design has to be carried out based on SOW&TS and the decisions / understandings reached during the BDRM. Once the Base Design of the project is approved by SEC, the second phase of engineering design shall be regarded as the Detailed Engineering Design phase.

SECTION 3 : Contract Implementation

3.5.2 *Purpose*

The purpose of detailed engineering design is to prepare a set of documentation which defines the project in complete detail and finalizes the major equipment and facilities to be provided by the contractor.

3.5.3 *Procedure*

Contractor 3.5.3.1 Carries out detailed engineering design as specified in the SOW&TS and any other applicable terms of contract. Prepares and submits required number of copies of the detailed design package with all relevant technical particulars to PD.

Note: All comments / decisions taken during the Base Design review meeting shall be incorporated in the detailed design.

PD-PE 3.5.3.2 Distributes the Detailed Engineering Design package to SEC concerned Departments, as indicated below, for review and comments.

1.	DED*	-	Civil, Electrical and Electro-Mechanical
2.	DED*, MDNOD	-	Equipment Testing and Commissioning Plan
3.	Telecom. Dept.	-	Telecommunication
4.	SO&CD / SCADA	-	SCADA
5.	ISD	-	Fire Fighting, Loss Prevention
6.	MDNOD	-	Protection Scheme

* TSD, PD, Engineering Group

PD-PE	3.5.3.3	Evaluates comments received from various concerned SEC Departments based on SOW&TS, Base Design and any other applicable terms of contract, SEC standard requirements, guidelines, etc.
	3.5.3.4	Submits consolidated / evaluated comments to the contractor for incorporation in the final detailed design.

3.5.4 Approval

Contractor	3.5.4.1	Submits final detailed design after incorporating the comments submitted by SEC.
PD-PE	3.5.4.2	Ensures that all the comments submitted to the Contractor are incorporated in the final detailed design submittal.
DED & all other concerned Depts./Divs.	3.5.4.3	Approve the final detailed design.

Note: Once concurred by concerned SEC departments and signed by the Contractor, this document shall be regarded as legal document of the contract.

PD	3.5.4.4	Informs the Contractor to submit one set of detail design drawings duly stamped 'Issued for Construction' (IFC).
Contractor	3.5.4.5	Submits one set of detailed design drawing to PD for verification and stamp.
Contractor	3.5.4.6	Submits the required sets of detailed design drawings stamped 'Issued for Construction' to PD and provide a complete set of IFC drawings to site office.

SECTION 3 : Contract Implementation

Any revision to IFC drawings necessitated during the project implementation stage shall be approved by PD / concerned Departments. It shall be the Contractor's responsibility to ensure that only the latest revision of IFC drawings are kept at site office for verification / reference.

PD-PE 3.5.4.7 Distributes the stamped IFC drawings for information of concerned departments.

3.6 Subcontracting

3.6.1 Introduction

Subcontracting essentially is the contracting of a portion of work under the contract to a third party by the Contractor assigned to carry out the work. However this may be done only upon approval by SEC.

3.6.2 Purpose

SEC allows main contractor to subcontract portion of work considering the following:

3.6.2.1 To ensure that the work is carried out only by specialists in each field.

3.6.2.2 Relieves Contractor from excessive load in areas not of his main specialty.

Notes: 1. SEC allows subcontracting only for clearly defined portions of work and not for manpower.

2. SEC pre-qualified subcontractors both in technical and commercial requirements.

SECTION 3 : Contract Implementation

3.6.3 ***Procedure***

Contractor	3.6.3.1	Submits the subcontractor approval requests to PD, using SEC *Form # PD-F- 026, Item # 6 of Appendix III* with required technical and commercial documents attached.
PD-PE	3.6.3.2	Reviews subcontracting documents ensuring that the proposed subcontractor is technically acceptable or not.
	3.6.3.3	Forwards the commercial documents to Contracting Department for commercial evaluation if the subcontractor is technically acceptable.
CD	3.6.3.4	Evaluates subcontractor's commercial prequalification documents.
	3.6.3.5	Ensures financial capability of subcontractors.
	3.6.3.6	Informs DED with the Commercial and Financial evaluation & conclusion by returning the signed approval.
PD	3.6.3.7	Based on the signed Subcontractor's approval request, inform Contractor of SEC's non-objection to the proposed subcontractor if the proposed subcontractor is found to be both technically and commercially acceptable. In any case the contractor should get the Company response officially to his proposal.

3.6.4 ***Approval:***

PD	3.6.4.1	Evaluates the technical documents.
CD	3.6.4.2	Evaluates the commercial documents.
PD	3.6.4.3	Prepares notification of no objection.

SECTION 3 : Contract Implementation

3.7 *Project Supervision*

3.7.1 *Introduction*

For all projects during implementation stage, all project activities shall be closely supervised. Assigned PE, the Site Engineer (SE) or the assigned Consultant are primarily responsible for adequate supervision and coordination of project activities.

3.7.2 *Purpose*

Supervising / Monitoring project activities shall be done to make sure that the contract is executed as specified in the SOW&TS and other SEC specific requirements are adhered by the contractor at each and every stage of the contract implementation.

3.7.3 *Procedure*

The major activities under site supervision are given hereunder.

3.7.3.1 Receives weekly and bi-weekly schedules from Contractor.

SE,Or Consultants based on the main project schedule and coordinate with the inspection, witnessing and/or testing & commissioning parties within SEC with regard to specific items to be inspected, witnessed and / or monitored.

3.7.3.2 Monitors the contractor's progress of work at site and reports to PE.

3.7.3.3 Submits to PE a Daily Construction Progress Report highlighting contractor's manpower and equipment availability, and progress of work *(Form # PD-F- 027, Item # 7 of Appendix III).*

SECTION 3 : Contract Implementation

3.7.3.4 Receive from the contractor bi-weekly the Survey and drawing submission status for overhead lines projects *(Form # PD-F- 028, Item # 8 of Appendix III).*Review the status report and submit to P.E.

3.7.3.5 Receive from the contractor on monthly bases the Village Electrification Status *(Form # PD-F- 029, Item # 9 of Appendix III).*Review the Village Electrification Status and submit to P.E.

3.7.3.6 Reports to PE, and resolves any specific area of concern which may affect the progress of the project.

3.7.3.7 Ensures that all the Contract activities are performed according to SEC QA/QC requirements and procedures. *(Form # PD-F- 030 to PD-F- 040, Item # 10 to 20 of Appendix III).*

3.7.3.8 Ensures that all safety regulations and loss prevention requirement are followed by the contractor. *(Form # PD-F- 041, Item # 21 of Appendix III)*

3.7.3.9 Informs PE about site activities, requirements, shortages and or any other issue on daily basis.

3.7.4 Responsibilities of Project Engineer

- Familiarizes with SOW&TS, project drawings, Contract and various clarification documents.
- Reviews and approves detail project schedules, equipment delivery schedules, proposed subcontractors list etc., submitted by contractor.
- Checks project submittals for completeness and clarity.
- Coordinates with SEC concerned Departments.

SECTION 3 : Contract Implementation

- Chairs various meetings such as BDRM, weekly/bi-weekly progress meetings etc.

- Analyzes Progress reports and minutes of weekly/bi-weekly progress meetings and advises contractor, as and when necessary, to avoid any possible difficulties in the future, and to maintain project schedules.

- Communicates with SE, to discuss about daily site activities and agrees on action items at site.

- Monitors site progress, safety at site and quality of contractors work through frequent site visits and discussions with the SE and the Contractor. *(Form # PD-F- 042, Item # 22 of Appendix III).*

- Informs Division Manager about any problem/difficulty at site, proposes actions and solutions.*(Form # PD-F- 043, Item # 23 of Appendix III).*

- Checks ,reviews and approves contractors' progress payment invoices.

- Reviews and maintains updated material status report.

- Analyzes material delivery requirements to meet project schedule and advises Contractor, as and when necessary. *(Form # PD-F- 044, Item # 24 of Appendix III)*

- Coordinates relevant matters with SPFBDV.

- Ensures that project files and records are properly maintained as per SEC procedures and guidelines.

- Updates Monthly Executive Reports.

- Issues SDC, Technical Completion Certificates, Preliminary Acceptance Certificates and Final Acceptance Certificates, etc.

SECTION 3 : Contract Implementation

- Coordinates detailed review of "As-built" drawings by Site Representative. Ensures all as-built drawings, Operation and Maintenance Manuals, Test reports ....etc. are submitted by the contractor in time.

- Ensures submission of spare parts data package and delivery of spare parts to Company Warehouse as per relevant procedure.

3.7.5 *Responsibilities of Site Engineer*

- Familiarizes with SOW&TS, project drawings and related documents.

- Looks into all the safety and housekeeping requirements at site.

- Reviews and plan construction schedule and advises Contractor, if necessary.

- Checks manpower and equipment requirements at site and advise the Contractor, if necessary.

- Looks into all quality of work, finds all the deficiencies in the construction/implementation and makes necessary entries in the site log book for contractor's attention/action.

- Checks the material arrivals at the site and verifies whether these are as per the approved submittals.*(Form # PD-F-045, Item # 25 of Appendix III).*

- Attends safety meetings to be conducted by the Contractor's safety officer.

- Checks the quality according to Company's QA/QC requirements / procedures and quantity of work carried out by Contractor against approved project schedule, status reports etc.

SECTION 3 : Contract Implementation

- Analyzes Progress reports and Minutes of weekly / bi-weekly progress meetings and advises contractor, as and when necessary, to avoid any possible difficulties in the future, and maintains and updates site log book.
- Reviews the "As-Built drawings" and coordinates with PE to clarify any changes or modifications.
- Coordinates relevant matters with Proponent and other SEC departments.
- Ensures that all construction drawings are updated, according to site modifications, changes, etc., regularly.
- Prepares punch list for each activity and advises the Contractor for necessary corrective action.
- Verifies Inspection Requests and coordinates with concerned Departments / Divisions as and if necessary.
- Verifies need for work permits, ID's, in specific work items as per SEC policy.
- Communicates and coordinates with the PE on daily basis.
- Chairs site meetings if required.

3.8 Progress Monitoring

3.8.1 Introduction

Conducting weekly / bi-weekly / monthly progress meetings and monthly material procurement status meetings shall be regarded as the process of evaluating the actual project performance with the scheduled / planned performance for each activity of the project and assessing the feasibility of meeting the project milestone dates and timely completion of the project.

SECTION 3 : Contract Implementation

3.8.2 *Purpose*

The purpose of conducting weekly / bi-weekly / monthly progress meetings and monthly material procurement status meetings is to analyze the on-going activities, duration for each activity, resource requirements and availability of resources and to take corrective action, if necessary, to avoid project delays thereby to ensure the timely completion of the contract.

3.8.3 *Procedure*

For evaluating the actual project performance, weekly / bi-weekly / monthly progress meetings and monthly material procurement status meetings shall be conducted as described below:

3.8.3.1 *Progress Reporting*

Contractor

Should submit monthly detailed project progress and material procurement status report based on the approved Contractor's pre-established commitments to ensure timely completion of the contract. Report shall consist of the following information:

3.8.3.1.1 *General Information*

1. Contract basic data i.e. (Contract amount, milestone dates, project location, owner name, contractor name...).
2. Brief Scope of Work.
3. Contractor Organization Chart.
4. List of Subcontractors.
5. Key Personnel Contacts numbers.

3.8.3.1.2 *Up to date Project Progress*

1. Completed work during the period covered by the report.

2. Comparison between planned and actual time schedule.
3. S – Curve.
4. Materials and submittals status.
5. Project resources status (Manpower, Vehicles, Machines & Equipments).
6. Invoices and Payments Status.
7. Safety reports (injuries and accidents....).
8. Obstacles and causes of delay.
9. Up to date photographs

3.8.3.1.3 ***Forecasting***

1. Work to be completed during next month.
2. Payments forecasting.

In addition weekly / bi-weekly brief progress report can be submitted upon request of PE to reflect the project status and planned activities for next period.

PD-PE *3.8.3.2* ***Progress Meeting:***

Reviews the weekly / bi-weekly / monthly project progress status reports thoroughly and conducts weekly / bi-weekly / monthly progress meetings. Attendees will be the assigned PE, and Contractor's representative. Consultant and customer representative on as needed basis (in case of customer funded projects).

Analyzes / evaluates any technical / administrative problems which are likely to affect the progress of the project during the meeting and takes corrective actions accordingly to meet the project milestone dates.

Contractor *3.8.3.3* Prepares minutes of meeting to be concurred by the PE based on the understandings / decisions reached during respective meetings. Submit initial draft of the minutes to the PE for review and necessary comments *(Form # PD-F-046, Item # 26 of Appendix III).*

3.8.3.4 Incorporates the comments raised by PE, and returns the minutes to PE with the signature of Contractor's representative.

Note: ***Minutes of Meeting shall be considered as final after it is signed by all parties.***

3.9 Management Reporting

3.9.1 Introduction

The project progress reporting plays a vital role in providing the necessary feedback to SEC management on the actual status of the ongoing project activities against scheduled project progress.

3.9.2 Purpose

The purpose of project progress reporting is to transmit the latest status of project activities to SEC management for their information and decisions.

3.9.3 Procedure

For Management Reporting, the following report shall be generated:

3.9.3.1 Monthly Executive Report

PD - PE

1. Generates the Monthly Executive Report (MER) which serves the purpose of transmitting the latest project activities to the Executive Management for their information.

   The report can be generated by using one of the following forms: "Summary of Projects Progress" *(Form # PD-F- 047, Item # 27 of Appendix III)* or "Detailed Progress report" *(Form # PD-F- 048, Item # 28 of Appendix III).*

2. Ensures that MERs highlights the actual versus planned completion, major items accomplished, problems requiring immediate management attention / action and financial status of the project.

3.9.4 Approval

PD-PE 3.9.4.1 Prepares / Updates the MERs and forward the same to respective Distribution Engineering Specialist and Division Manager.

PD-DM 3.9.4.2 Reviews the MER and release the Same to DED Manager for his review and transmits to Executive Management for their information.

3.10 Project Submittals

3.10.1 Introduction

During the implementation phase of the contract, the contractor is required to obtain SEC approval for Engineering design calculations for equipment and material to be used in the project. In addition to associated Inspection & Test Plan (I&TP), Type Tests and all Inspection Reports. Similarly, Contractor shall get approval for installation / construction drawing and Procedures, site test / commissioning test procedures etc. and / or acceptance criteria to be followed during the execution of the project.

3.10.2 Purpose

To ensure that the equipment / material to be used in the project and applicable procedures to be followed by the Contractor during the execution of the project comply with the SOW&TS and any other requirement(s) specified in the contract.

SECTION 3 : Contract Implementation

3.10.3 Procedure

Contractor

3.10.3.1 Submits all engineering documents to SEC for review and approval of each equipment / material. The submittal numbering will be agreed between SEC and the contractor.

3.10.3.2 Submits factory tests protocols and time schedule at least (30) days before the test starting date for approval .

Note : If the Company decided not to witness the factory test, a third party inspector , appointed by the Contractor and approved by the Company, shall witness the test and endorse the test results report

3.10.3.3 Submits the factory test results report for approval .

PD-PE

3.10.3.4 Reviews whether the submittal conforms with the SOW&TS and any other requirement(s) specified in the Contract or not.

Note : All equipment / material used for project shall be from the List of SEC approved manufacturers. "No equipment shall be pre-qualified during project execution".

PD-PE

3.10.3.5 Completes "Request for Review of Contractor' submittal", *(Form # PD-F- 049, Item # 29 of Appendix III)*, and forwards the proposal equipment / material to the appropriate SEC Departments / Divisions.

3.10.3.6 Ensures that Contractor's Technical Submittals for Approval Log *(Form # PD-F- 050, Item # 30 of Appendix III)* is used to monitor submittal movement.

3.10.3.7 Uses the "Major Equipment / Material Procurement Report", *(Form # PD-F-051, Item # 31 of Appendix III) and Equipment / Material Release of Shipment (Form # PD-F-052, Item # 32 of Appendix III)*, for each project to monitor and control the procurement of major equipment / material.

SECTION 3 : Contract Implementation

3.10.4 Approval

PD-PE 3.10.4.1 Initials Contractor Submittals prior to approval by Distribution Engineering Specialist after ensuring that other related departments have approved the same as applicable.

DES 3.10.4.2 Approves the Contractor Submittals.

3.11 Miscellaneous Activities

3.11.1 Introduction

During the project implementation phase there are number of activities that the PE needs to coordinate with the contractor and the SEC concerned Departments, in order to adhere to SEC regulations and safeguard SEC interests and to facilitate the contractor in the execution of his contractual obligations towards SEC.

3.11.2 Contractors ID and Vehicle Sticker / Gate Pass

Contractor 3.11.2.1 Requests Temporary Access for personnel and vehicle required to visit site, for first two weeks if necessary, until permanent ID cards are being issued.

3.11.2.2 Requests using SEC Form to secure SEC Identity Cards (IDs) for his employees who will be assigned to the project after the kick-off meeting and before the site mobilization of contractors' personnel.

3.11.2.3 Requests to obtain vehicle Stickers / Gate Pass for contractor vehicles which will be used in the project, using SEC Industrial Security Department (ISD) form.

3.11.2.4 Surrenders all IDs and vehicle stickers to SEC upon completion of the project, i.e., before submitting the final invoice.

Note: Refer to Industrial Security policy.

SECTION 3 : Contract Implementation

3.11.3 *Work Permit*

Contractor 3.11.3.1 Requests a Work Permit for Contractor's personnel qualified to work on any SEC facility, using the "Work Permit Request" as per SEC prevailing System.

PD-PE 3.11.3.2 Verifies that the Work Permit Holder is Certified by SEC.

MDNOD 3.11.3.3 Issues the Work Permit.

PD-PE 3.11.3.4 Ensures that Contractor obtain Work Permit Certificate for enough personnel.

Notes:

1. *A Work Permit authorizes a person to carry out a specific construction, maintenance, inspection or repair job in a "Restricted Area". It serves as an official written record of conditions and requirements agreed upon by the Issuer and Receiver of the Work Permit. It lists minimum safety precautions to be taken and possible hazards, which must be controlled. There are mainly two types of work permits, electrical and mechanical.*
2. *Refer to Industrial Security policy.*

3.11.4 *Accident and Theft Reporting*

SEC gives priority for safety, on the job and off the job, with the ultimate objective of accident free construction work site and subsequent low operating costs. A system has been established by ISD for accident reporting, investigation and remedies. For further details, refer to *Industrial Security policy.*

SECTION 3 : Contract Implementation

3.11.5 *Materials Supplied by SEC*

3.11.5.1 Although Turnkey Contracts are preferred in which contractor is responsible for purchasing, installation and commissioning of the equipment. There are instances where contractors need to be advised by SEC to utilize the equipment / material available with SEC Inventory, if it is mentioned in the SOW&TS.

3.11.5.2 Refer to the following Material Management Procedure for further details: MIN240-130 for Sale.

3.11.6 *Return of Equipment / Material*

Contractor 3.11.6.1 Returns to SEC inventory for disposal or assessment for future use, via SEC Inventory System all extra, removed, scrapped and / or capital spares, material, according to the SEC Material Management policy.

3.11.6.2 Prepares and submits all the required Material Disposal Requests (MDRs) and related documents to PD.

PD- Material Coordinator Processes the MDR SEC Form and coordinates with end user and Material department.

User Dept. 3.11.6.3 Processes the "Fixed Assets Transfer and Retirement Authorization" SEC Form as per Company policy and send to respective Division Manager for further endorsing within Material Supply Department after evaluating the physical condition of the material.

Note: Refer to Material Supply Procedure # MMM 370-020 for further details.

3.11.7 *Power Equipment /Communication Outage Coordination*

For safe and successful energization of the facility and to carry out modification work, outage(s) of existing energized facilities is / are required.

Contractor 3.11.7.1 Prepares an overall outage plan during Base Design stage.

PD-PE 3.11.7.2 Reviews / evaluates and coordinates the outage schedule with concerned Electricity Department as needed; and forward it to MDNOD for processing. For this purpose an outage coordination meeting could be arranged with contractor and SEC concerned departments.

Contractor 3.11.7.3 Submits "Equipment Outage Request Form" four (4) weeks before the date on which the Power/Equipment outage(s) is / are required.

PD-PE 3.11.7.4 Processes "Equipment Outage Request Form" two to three (2-3) weeks before the date on which the Power/Equipment outage(s) is/are required and coordinate with the concerned department to approve the outage.

3.11.8 Cost Control and Invoicing

3.11.8.1 Introduction

Resource Planning, Cost Estimating, Budgeting and Cost Control are important functions under project cost management to ensure timely completion of the project within the approved budget. Hence, cost control and progress payment can be defined as a method for measuring project performance under the contract administration within the approved budget.

3.11.8.2 Purpose

The purpose is to determine the total contract cost and progress payments strictly in accordance with the forecasted and pre-established weighted percentage of each activity.

3.11.8.3 *Procedure of Cost Control*

PE

- Handles the overall project cost control activities. For distribution networks use *(Form # PD-F-053,Item # 33 of Appendix III)*
- Determines the progress payments on the basis of weighted percentage of each contract activity.

3.11.8.4 *Procedure for Processing of Contractor Invoice*

Contractor:

- Submits the completed invoice with required copies to Accounts Payable.

Account Payable

- Receives and stamps the invoice and forward to DED-PD.

DED- PD

- Receives and stamp the invoice and forward to authorized person for approval.
- Sends the approved invoice to Accounts payable.

3.11.8.5 *The Invoice:*

Should only be signed / approved when:

i. All the relevant documentation/ certificates are attached and the concerned PD-PE is fully satisfied with the work completed.

ii. For processing Final Invoice under a given contract, additional requirements such as Clearance of ID/Vehicle Stickers, complete Final Invoice Check List *(Form # PD-F- 054,Item # 34 of Appendix III)* , approval of the Final Receipt and Release Agreement (FR&RA), Settlement for Contract Change Order for Contract with Change Order etc.... should be completed in advance.

3.11.9 Contract Change Orders/Amendments:

3.11.9.1 Introduction

During the work execution or contract implementation, changes to the SOW&TS and working conditions due to unforeseen field conditions may occur and a Change Order shall be processed. Also, modification to the contract terms and conditions; such as extension of Contracts Milestone dates etc., may also occur and an amendment shall be processed upon a mutual agreement between both parties, i.e., SEC and the Contractor.

3.11.9.2 Purpose

The main purpose of processing the Change Order / amendment is to meet the urgent and unforeseen alteration to the scope of project to satisfy the arising needs of facility as proposed by the requester and to compensate the Contractor for such additional work which may or may not affects the projects milestone dates.

3.11.9.3 Procedure

Requester
- Completes the Project Change Request (PCR) form in accordance with Contracting Procedure Manual.

PD
- Forwards the request form to CD as needed for further processing.

DED
Others
- Prepares the proposed SOW and required changes to be incorporated in the existing SOW including all relevant drawings and attachments as required.

SECTION 3 : Contract Implementation

PD

- Requests additional funding through SPFBDV if sufficient funds are not available to carry out the work through change order for additional scope and modification to the existing facilities.

SPFBDV

- Prepares a Company estimate to determine that the total value is within the range of Change Order or Amendment signature authority as specified in the Contracting Department's Manual.

PD & CD

- Prepare and route the Contract Change Order or Amendments Request Form per CD's procedure for securing approval of the Contract signatory as follows:
- Complete the required information for the Contract Request portion of the form.
- Briefly describe the changes to the existing scope under "Work to be performed" and attach a detailed scope of work, if necessary.
- Attach justification to proceed with Contract Change Order/Amendments Request and route for approval of the Contract Signatory.

PD-PE

- Prepare Schedules B & C to reflect the changes being proposed.

3.11.9.3.1 Preparation / Issuance of Bid Package

PD

Compiles the bid package which includes, SOW, Schedule "B" & "C", TS and Specifications and related drawings and hand over to CD for their action accordingly.

SECTION 3 : Contract Implementation

CD Receives the Change Order / Amendment request and bid package from PD and routes to Finance Department for functional review and completeness.

Invites the Contractor to receive bid package and give him a specified time to submit his bid.

PD Prior to conducting any negotiation with the Contractor, PD shall send the Company estimate to CD in a sealed envelope. Prior to that specified time to receive the contractor bid.

3.11.9.3.2 Bid Opening

CD Opens the bids in the presence of Contractor(s), PD representatives and compare the bid prices with Company estimate.

If the bidder price is higher than the Company estimate, a Bid Review & Evaluating Team shall be formed, as per CD manual.

PD *3.11.9.3.3 Change Order Negotiations:*

When the estimated value of a change order does not exceed SR 100,000, the Negotiating Team shall be composed of members from PD.

When the estimated value of the Change Order exceed SR. 100,000 the Negotiating Team will be composed as per Contracting Department Manual.

Note: *For further details for processing of Contract Change Order and Amendment request, Refer to Contracting Manual Chapter 2&3 of section-3 of part-9.*

3.11.9.4 ***Approval:***

The approval authority for Change Order shall be in accordance with Corporate Approval Authority Manual.

3.11.9.5 ***Update Report***

PD Updates Amendment / Change Order Status Report *(Form # PD-F- 055, Item # 35 of Appendix III).*

3.12 Testing and Commissioning

3.12.1 Introduction

Testing and commissioning is one of the final activities under project implementation. Upon the completion of this activity, the project is said to be ready for energization.

3.12.2 Purpose

Testing and commissioning is done to prove and demonstrate that the equipment has been installed in accordance with SOW&TS and any other applicable condition(s) specified in the contract and to verify that the facility is ready for safe and satisfactory energization.

3.12.3 Procedure

3.12.3.1 ***Confirmation of Site and Contractors' readiness:***

Contractor Inform PD that the works have been technically completed and ready for testing and commissioning.

PD Write a letter to MDNOD confirming that the Contractor and project site is ready for testing and commissioning.

The confirmation letter must at least include the following information:

SECTION 3 : Contract Implementation

- Equipment is installed and has been inspected by the Project Division.
- Availability of Contractor's qualified manpower and testing engineers.
- Availability of tools and testing equipment with valid calibration certificate.
- Insulation resistance test & Pre check of all wiring.
- Stable power supply for testing.
- The site is safe for testing.
- Approved Relay settings (except line protection relays which will be issued within two weeks from line measurement completion)
- Site office as per Contract requirements
- Overall approved schedule along with scheduled outages.
- Availability of HVAC system or temporary HVAC.

MDNOD/PTSD Will assign a Commissioning Team to witness the Project Site jointly with PD-PEs and Contractor to ensure the readiness of project for commissioning.

PD The Projects Division shall confirm the following points before start of the pre-commissioning:

- One set of approved drawings and Scope of work must be available at site for the sole use of Commissioning team.
- Catalogs, O & M Manuals all relevant specification and protection requirements.
- Factory Test Results, approved site test procedures and format. Proper house keeping and safety. Proper coordination with SCADA, approved deviation list and IFC Drawings.

SECTION 3 : Contract Implementation

3.12.3.2 *Coordination, planning and scheduling of Commissioning Activities*

PD	Will submit an overall testing and commissioning schedule and approved outage plan to MDNOD at least one month before scheduled date of testing.
MDNOD	Will plan their resources witness the Testing and commissioning.
Contractor	Will prepare and carry out Testing and Commissioning activities.
PD / MDNOD	Will record and convey a list of incomplete items observed by them during the Testing and Commissioning process to the contractor officially.
PD	After Testing and commissioning submit a schedule for clearing punch list items if any to MDNOD.
Contractor	Will clear the item based on the Status of the Punch List Form signed by PD or MDNOD personnel
PD	Will update (Bi-weekly) the status of punch list and inform MDNOD via Status of the Punch List form.

Note:

The same procedures are applicable to activities related to other concerned departments/divisions (ISD, SCADA, Telecom, Electricity Dep. ....etc)

3.12.3.3 *Project Handover and Certification*

PD	Verifies the clearing of the punch list items.
	Will issue the Technical Completion Certificate (TCC) and hand over to MDNOD with relevant documents and confirmation that the project is ready for energization.
MDNOD/Electric Dep.	Will review and provide their comments (if any) on the final as built drawings within one month time.

SECTION 4 : Project Close-out

4.1 Introduction

This is the final phase in the project life cycle of a contract and essentially constitutes the procedures to be followed on achieving the final completion date and other critical milestone dates of the project. The conditions required for achieving the relevant critical milestone dates are as defined in the Contract.

This is essentially the phase in which PD liaises and coordinates with the Contractor and other relevant SEC's Departments to accept and certify the project as having reached the critical milestone dates.

4.2 Technical Completion

4.2.1 Introduction

Technical Completion is a critical milestone in the contract. Technical Completion is achieved when the facility has been completely installed / constructed, mechanically and structurally is sound and clean condition and the regular testing and commissioning for all the components installed have been performed successfully.

4.2.2 Purpose

The Technical Completion Certificate (TCC) *(Form # PD-F- 071, Item # 1 of Appendix IV)* is the regular document to certify that both parties (Company and Contractor) are satisfied that the facility has been installed / constructed in accordance with the requirements of SOW&TS and other terms of Contract and it is ready for energization on thirty (30) consecutive calendar days performance trial.

SECTION 4 : Project Close-out

4.2.3 *Procedure*

Contractor **4.2.3.1** Shall notify the Company in writing the date he anticipates to achieve the technical completion of the project at least thirty (30) calendar days prior to the date he anticipates the technical completion of the project.

4.2.3.2 Informs the Company in writing on the actual achieving date of the project Technical Completion.

PD-PE **4.2.3.3** Within thirty (30) days of receipt of the written notification from the Contractor, the Project Division shall inspect the project and inform the contractor in writing with its findings. The following steps shall be followed:

4.2.3.3.1 Issue notice for Punch Listing to all concerned departments upon receiving the Contractor's written notice of actual achieving the project technical completion.

4.2.3.3.2 Arrange for a joint walkthrough inspection with all concerned departments and Contractor within ten (10) days from the issued notice.

Concerned Dept. **4.2.3.4** Attend the joint walkthrough inspection of the project on the scheduled date.

4.2.3.5 Finalize and provide their punch list (if any) to PD within ten (10) days from the joint walkthrough inspection *(Form # PD-F- 072, Item # 2 of Appendix IV).*

Note:

Inspectors from concerned departments are advised to observe the following to avoid the delays in rectifying the Punch List and issuing the TCC:

SECTION 4 : Project Close-out

1. ***The punch listing shall be restricted to the SOW&TS of the Contract and respective area of activity / concerns of the particular organization who originate punch list item(s).***

2. ***Familiarize themselves with the SOW and applicable TS of the project.***

3. ***Highlight deficiencies if any, during their routine visit to sites. This would enable corrective action to be taken at the appropriate time, thus minimizing the number of punch list items at the final stage.***

4. ***Conduct more frequent visits, particularly during the final stage of the contract rather than to wait for walkthrough time to provide their inputs.***

5. ***PE shall check whether each of the items in the punch list is covered under the Contract Scope of Work and shall respond in writing to all invalid comments.***

PD

4.2.3.6 Consolidates the Punch List items received from all concerned departments as per *(Form # PD-F- 073, Item # 3 of Appendix IV)* and forward to the Contractor for rectification.

4.2.3.7 Follow up with the Contractor to get the punch list item(s) cleared.

4.2.3.8 If the concerned department confirms that no major or critical punch list is pending, then process TCC form to be signed by PD and Contractor. If there is a punch list the Company shall notify the Contractor for further rectification.

SECTION 4 : Project Close-out

Contractor	4.2.3.9	Rectifies all the deficiencies as received from the Company and notify the Company in writing once he completes all the rectification works.
PD	4.2.3.10	Within thirty (30) days of receipt of the notification from Contractor. The PD shall inspect the project to ensure that all the deficiencies have been rectified and the facility is ready for thirty (30) consecutive calendar days performance trial. The following steps shall be followed.
	4.2.3.10.1	Arranges a joint walkthrough inspection with the concerned departments and Contractor within ten (10) days from the notification to check that all the Punch List items were rectified.
	4.2.3.10.2	Ensures that the concerned department representative(s) sign on the original Punch List form to accept the rectification and close the related items.
Concerned Dept.	4.2.3.11	Sign against the rectified Punch List item on the original Punch List items form immediately after the walkthrough inspection.
	4.2.3.12	If the rectification is not satisfactory, then the comments against the non-rectified items should be provided to PD within five (5) days from the joint walkthrough inspection.
PD-PE	4.2.3.13	Consolidates the received comments and forward to the Contractor within thirty (30) days from its written notification to Company in item (4.2.3.1).
Contractor	4.2.3.14	To rectify all the comments received or demonstrate to Company's satisfaction that no deficiencies are existing.

SECTION 4 : Project Close-out

PD-PE **4.2.3.15** If all Punch List items are signed by the concerned departments, then process TCC to be signed by PD and Contractor.

4.2.3.16 Informs the contractor in writing to submit the List of High Value Equipment (costing SR. 5000 and above), use *(Form # PD-F- 074, Item # 4 of Appendix IV)*.

4.2.3.17 Arranges to prepare and issue Depreciation Certificate (DC) as per Accounting Policy of SEC Controller Department.

4.2.3.18 Updates the Projects Under Close-Out Status Report *(Form # PD-F- 075, Item # 5 of Appendix IV).*

Notes:

1. ***If the project as further corrected is again not complete in accordance with the Contract, or the Company believes it may not be, then the parties shall again proceed in the manner described above until all deficiencies are corrected or Contractor demonstrates to Company satisfaction that the project as corrected is technically complete.***

2. ***Should the Contractor fail to start any required corrective work promptly after receipt of Company's notice, or fail to perform such corrective work continuously with due diligence to completion, Company issues a non compliance report to Contractor and may at its option, perform such corrective work itself or through others and charge the cost to Contractor as per Contract Schedule "A", Clause 18.3.***

3. ***If the project includes more than one (1) project portion as may be indicated in schedule B of the Contract the above provision could be applied separately for each project portion.***

SECTION 4 : Project Close-out

4. *TCC could be Issued partially for each completely identifiable portion of a project, particularly if they are at different locations or otherwise not interdependent.*

5. *TCC could be issued partially if such a portion of the project is technically completed and ready for use or start-up.*

6. *It is important that signing of TCC shall not be unduly delayed for minor exception items, if the facility can be used without affecting the safe operation or beneficial use.*

4.2.4 Approval

PD-PE	4.2.4.1	Initiates and discusses the draft form for TCC with Contractor representative.
	4.2.4.2	Finalizes and issues the final TCC form to Contractor for his signature and stamping.
Contractor	4.2.4.3	Signs the TCC form by authorized representative, stamps and returns back to Company for further processing.
PD-PE	4.2.4.4	Signs the TCC and forwards to Division Manager.
	4.2.4.5	Initiates the DC, and attaches the list of the high value equipment (Costing SR. 5000 and above).
PD Mgr	4.2.4.6	Initials the TCC and forward it to the Department Manager.
	4.2.4.7	Signs the DC and returns back to PE for further processing to Operation Assets Comptroller after receiving the signed TCC by Department Manager.
DED Mgr	4.2.4.8	Signs the TCC form and returns back to PD for further distribution as specified in the Distribution list of the form.

PD-PE 4.2.4.9 Forwards signed TCC to concerned department in order to energize the facility.

Note:

1. *The PE is responsible to ensure that the exception items are cleared if the TCC is signed with exception items.*
2. *The PE informs Contractor about the energization schedule.*

4.3 Preliminary Acceptance

4.3.1 Introduction

Preliminary Acceptance is a critical milestone in the Contract and is achieved when the facility constructed / Installed has demonstrated its ability to operate in conformity for thirty (30) consecutive calendar days in all aspects as specified in the SOW&TS and any other applicable condition(s) of the Contract.

Note:

Failure to achieve the contractual stipulated date in the Contract would render the Contractor liable to penalty for delay in accordance with the Contract's Terms and conditions.

4.3.2 Purpose

The Preliminary Acceptance Certificate (PAC) *(Form # PD-F- 076, Item # 6 of Appendix IV)* is the required document to certify that the facility constructed / installed has demonstrated satisfactory performance for 30 consecutive calendar days as specified in the SOW&TS and any other applicable condition(s) of the Contract.

PAC also indicates that the construction / installation of the facility has been completed and preliminary accepted by both parties (Company & Contractor).

SECTION 4 : Project Close-out

4.3.3 ***Procedure***

PD-PE **After thirty (30) consecutive calendar days of the facility operation up to Company satisfaction and the following items are met then the PAC could be duly filled and routed for signature.**

4.3.3.1 All utilities and support systems are fully operative.

4.3.3.2 All warranties are submitted as specified in the Contract.

4.3.3.3 The Test Record Books have been received by the Company.

4.3.3.4 Company has received a list of Manufacturers of equipment & equipment components supplied and installed under the contract.

4.3.3.5 Company has received the complete spare parts data package.

4.3.3.6 Informs Contractor in writing to extend the Bank guarantee (Performance Bond) for 15 months or as specified in the Contract and give copy of letter to CD.

Note:

The issuance of PAC shall not be delayed for exception items that have little or no bearing on the safe and satisfactory operation of the facility.

SECTION 4 : Project Close-out

4.3.4 Approval

PD-PE 4.3.4.1 Initiates and discusses the draft form for PAC with Contractor.

4.3.4.2 Finalizes and issues the PAC form to Contractor for signature and stamping.

Contractor 4.3.4.3 Signs the PAC form by authorized representative, stamps and returns back to Company for further processing

PD-PE 4.3.4.4 Signs the PAC and forwards it to Division Manager.

PD Mgr. 4.3.4.5 Initials the PAC and forwards it to the DED Manager.

DED Mgr. 4.3.4.6 Signs the PAC to certify that the facility has been demonstrated to perform satisfactorily in all aspects as specified in the SOW&TS and any other condition(s) of the contract and returns back to PD for distribution as specified in the distribution list in the form.

4.4 Final Acceptance

4.4.1 Introduction

Final Acceptance is the last critical milestone event which signifies that the contractor has completed the project in full compliance with the terms and conditions of the contract, except for any specific requirement(s) covered under warranty.

4.4.2 Purpose

The Final Acceptance Certificate (FAC) *(Form # PD-F- 077, Item # 7 of Appendix IV)* is the required document to indicate / certify that the project has been completed as required by the contract. Accordingly after this certificate is signed by DED/PD, the final payment could be released to the Contractor as per Schedule "C", Clause 4.10 of the Contract.

SECTION 4 : Project Close-out

4.4.3 *Procedure*

The following conditions have to be met in achieving the final completion:

PD-PE

4.4.3.1 TCC & PAC are signed.

4.4.3.2 Clears all exception / punch list items, if any.

4.4.3.3 Completes all change orders, if any.

4.4.3.4 Completes demobilization from the project site.

4.4.3.5 All final "As-Built" drawings have been received by Company. *(Form # PD-F- 078, Item # 8 of Appendix IV).*

4.4.3.6 All Operating and Maintenance Manuals, spare part as per SOW has been delivered to Company Warehouse.

4.4.3.7 Clears outstanding claims due for the Contractor.

4.4.3.8 Completes assessment of Penalty, if any.

4.4.3.9 Extends Bank Guarantee validity, if required, to cover warranty period.

4.4.3.10 Signs FR&RA according to Schedule A of the Contract. *(Form # PD-F- 079, Item # 9 of Appendix IV).*

4.4.3.11 Signs Contractor ID / Sticker Clearance report (CIDSCR) *(Form # PD-F- 080, Item # 10 of Appendix IV).*

4.4.3.12 Sign Settlement for Contract Change Order if the contract has a change order.

SECTION 4 : Project Close-out

4.4.4 *Approval*

PD-PE	4.4.4.1	Initiates and discusses the draft FR&RA , CIDSCR and the FAC forms with the Contractor representative.
	4.4.4.2	Finalizes and issues the FR&RA, CIDSCR and FAC to Contractor for his signature and stamping.
Contractor	4.4.4.3	Signs the FR&RA and FAC by the authorized representative, stamps on it and returns back to Company for further processing.
PD- PE	4.4.4.4	Initials / Signs the FR&RA , CIDSCR and forwards to the Division Manager for approval. Forwards FAC to Division Manager for initial.
PD Mgr.	4.4.4.5	Approves / signs the FR&RA , CIDSCR and initials the FAC and Forwards to DED Manager.
DED, Mgr.	4.4.4.6	Approves the FAC , CIDSCR and returns back to PD for further distribution.

Notes:

1. *It is the responsibility of the PE to ensure that all exception items have been cleared before releasing final payment to the Contractor.*

2. *It is the responsibility of the PE / Distribution Engineering Specialist to ensure that Contractor have already released all the payments of his subcontractor prior to issuance of FAC.*

2. *A copy of FR&RA , CIDSCR and FAC should be retained by the PD.*

Appendices

Appendices- Index

Appendix I : **Forms and Templates of Section - 1**

Appendix II : **Forms and Templates of Section - 2**

Appendix III : **Forms and Templates of Section - 3**

Appendix IV : **Forms and Templates of Section - 4**

Appendices

LIST OF FORMS AND TEMPLATES

Appendix No.	Description	Page No. in section

Appendix I for section 1 (Pages 1 – 5)

1	Forms Control Sheet (PD-T-000)	-
2	Revision Request (PD -F-001)	3
3	Distribution & Customer Services Organization Structure (PD -T-002)	4
4	Functional Chart for Project Management Team (PD -T-003)	5
*	Form numbers reserved for future use (PD- 004 to PD- 010)	

Appendix II for section 2 (Pages 1 – 5)

1	Overall Flow Chart of Projects Division (LIST OF ACTIVITIES) (PD -T-011)	1-2
2	SFC-Contractor Prequalification Summary Sheet (PD -F-012)	3
3	Prequalification Document Distribution Control Sheet (PD -F-013)	3
4	Bid Form for Short Form Contract (PD -F-014)	3
5	Bid Form for Short Form Contract Pricing Attachment (PD -F-015)	3
*	Form numbers reserved for future use (PD- 016 to PD- 020)	

Appendices

LIST OF FORMS AND TEMPLATES

Appendix No .	Description	Page No. in section

Appendix III for section 3 (Pages 1 – 33)

1	Kick-Off Meeting Agenda (PD-T-021)	4
2	Guidelines for Conducting Kick-Off Meeting (PD-T-022)	4
3	Meeting Attendance Record (PD-F-023)	4
4	Site Delivery Certificate (PD-F-024)	5
5	Minutes of Base Design Review Meeting (PD-F-025)	8
6	Subcontractor Approval Request (PD-F- 026)	12
7	Daily Progress Report (PD-T-027)	13
8	Survey and Drawing Submission Status (PD-T-028)	14
9	Village Electrification Status (PD-T-029)	14
10	Inspection Request - (GENERAL) (PD-F-030)	14
11	Inspection Request for Excavation (PD-F-031)	14
12	Inspection Request for Ready-mix Concreting (PD-F-032)	14
13	Inspection Request for Waterproofing & Tanking System (PD-F-033)	14
14	Inspection Request for Masonry Block Work (BD-F-034)	14
15	Inspection Request for Plastering (PD-F-035)	14
16	Inspection Request for Painting & Coating (PD-F-036)	14
17	Inspection Request for Asphalt Concrete Paving (PD-F-037)	14
18	Inspection Request for Fencing (PD-F-038)	14
19	Inspection Request for Backfilling and Compaction (PD-F-039)	14
20	Inspection Request for Steel Reinforcement & Form Work (PD-F-040)	14
21	Safety Evaluation Report (PD-F-041)	14
22	Minutes of Safety Meeting (PD-F-042)	15
23	Site Instruction (PD-F-043)	15
24	List of Construction Materials for Approval (PD-F-044)	15
25	Equipment / Material Delivery Inspection Certificate (PD-F-045)	16
26	Minutes of Site Progress Meeting (PD-F-046)	19
27	Summary of Projects Progress (PD-F-047)	20
28	Detailed Progress Report (PD-F-048)	20
29	Project's Submittal/ Transmittal (PD-F-049)	22
30	Contractor's Technical Submittals for Approval Log(PD-F-050)	22

Appendices

LIST OF FORMS AND TEMPLATES

Appendix No .	Description	Page No. in section

Appendix III for section 3 (Pages 1 – 33)

31	Major Equipment / Material Procurement Report (PD-F-051)	22
32	Equipment / Material Release of Shipment Certificate (PD-F-052)	22
33	Overall Project Cost (PD-F-053)	27
34	Final Invoice Check List (PD-F-054)	27
35	Amendment / Change Order Status Report (PD-F-055)	31

* Form numbers reserved for future use (PD- 056 to PD- 070)

Appendix IV for section 4 (Pages 1 – 11)

1	Technical Completion Certificate (PD-F-071)	1
2	Punch List (BD-F-072)	2
3	Punch List Clearance Status Report (PD-F-073)	3
4	Project Plant / Equipment Record (PD-F-074)	5
5	Projects under Close-out Status Report (PD-F-075)	5
6	Preliminary Acceptance Certificate (PD-F-076)	7
7	Final Acceptance Certificate (PD-F-077)	9
8	Final As-built Transmittal (PD-F-078)	10
9	Final Receipt and Release Agreement (PD-F-079)	10
10	Contractor ID / Sticker Clearance Report (PD-F-080)	10

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
FORMS CONTROL SHEET

PROJECT STAGE	FORM NUMBER	REVISION DATE	REPLACES	TITLE	NO. OF SHEETS	REMARKS / REASONS FOR REVISION
GENERAL	PD-T-000			FORMS CONTROL SHEET	2	
	PD-F-001			REVISION REQUEST	1	
	PD-T-002			DISTRIBUTION & CUSTOMER SERVICES ORGANIZATION STRUTURE	2	
	PD-T-003			FUNCTIONAL CHART FOR PROJECT MANAGEMENT TEAM	1	
	PD-004					
	TO			FORM NUMBERS RESERVED FOR FUTURE USE	0	
	PD-010					
PROCUREMENT	PD-T-011			OVERALL FLOW CHART OF PROJECTS DIVISION(LIST OF ACTIVITIES)	1	
	PD-F-012			SFC - CONTRACTOR PREQUALIFICATION SUMMARY SHEET	1	
	PD-F-013			PREQUALIFICATION DOCUMENT DISTRIBUTION CONTROL SHEET	1	
	PD-F-014			BID FORM FOR SHORT FORM CONTRACT	1	
	PD-F-015			BID FORM FOR SHORT FORM CONTRACT PRICING ATTACHMENT	1	
	PD-016					
	TO			FORM NUMBERS RESERVED FOR FUTURE USE	0	
	PD-020					
IMPLEMENTATION	PD-T-021			KICK-OFF MEETING AGENDA	1	
	PD-T-022			GUIDELINES FOR CONDUCTING KICK-OFF MEETING	8	
	PD-F-023			MEETING ATTENDANCE RECORD	1	
	PD-F-024			SITE DELIVERY CERTIFICATE	1	
	PD-F-025			MINUTES OF BASE DESIGN REVIEW MEETING	1	
	PD-F-026			SUBCONTRACTOR APPROVAL REQUEST	1	
	PD-F-027			DAILY PROGRESS REPORT	1	
	PD-F-028			SURVEY AND DRAWING SUBMISSION STATUS	1	
	PD-F-029			VILLAGE ELECTRIFICATION STATUS	1	
	PD-F-030			INSPECTION REQUEST - (GENERAL)	1	
	PD-F-031			INSPECTION REQUEST FOR EXCAVATION	1	
	PD-F-032			INSPECTION REQUEST FOR READYMIX CONCRETING	1	
	PD-F-033			INSPECTION REQUEST FOR WATERPROOFING & TANKING SYSTEM	1	
	PD-F-034			INSPECTION REQUEST FOR MASONRY BLOCK WORK	1	
	PD-F-035			INSPECTION REQUEST FOR PLASTERING	1	
	PD-F-036			INSPECTION REQUEST FOR PAINTING & COATING	1	

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Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
FORMS CONTROL SHEET

PROJECT STAGE	FORM NUMBER	REVISION DATE	REPLACES	TITLE	NO. OF SHEETS	REMARKS / REASONS FOR REVISION
IMPLEMENTATION	PD-F-037			INSPECTION REQUEST FOR ASPHALT CONCRETE PAVING	1	
	PD-F-038			INSPECTION REQUEST FOR FENCING	1	
	PD-F-039			INSPECTION REQUEST FOR BACKFILLING AND COMPACTION	1	
	PD-F-040			INSPECTION REQUEST FOR STEEL REINFORCEMENT & FORMWORK	1	
	PD-F-041			SAFETY EVALUATION REPORT	1	
	PD-F-042			MINUTES OF SAFETY MEETING	1	
	PD-F-043			SITE INSTRUCTION	1	
	PD-F-044			LIST OF CONSTRUCTION MATERIALS FOR APPROVAL	1	
	PD-F-045			EQUIPMENT/MATERIAL DELIVERY INSPECTION CERTIFICATE	1	
	PD-F-046			MINUTES OF SITE PROGRESS MEETING	1	
	PD-F-047			SUMMARY PROJECTS PROGRESS	1	
	PD-F-048			DETAILED PROGRESS REPORT	1	
	PD-F-049			PROJECT'S SUBMITTAL / TRANSMITTAL	1	
	PD-F-050			CONTRACTOR'S TECHNICAL SUBMITTALS FOR APPROVAL LOG	1	
	PD-F-051			MAJOR EQUIPMENT / MATERIAL PROCUREMENT REPORT	1	
	PD-F-052			EQUIPMENT / MATERIAL RELEASE OF SHIPMENT CERTIFICATE	1	
	PD-F-053			OVERALL PROJECT COST	1	
	PD-F-054			FINAL INVOICE CHECK LIST	1	
	PD-F-055			AMENDMENT / CHANGE ORDER STATUS REPORT	1	
	PD-056					
	TO			FORM NUMBERS RESERVED FOR FUTURE USE	0	
	PD-070					
CLOSE-OUT	PD-F-071			TECHNICAL COMPLETION CERTIFICATE	1	
	PD-F-072			PUNCH LIST	1	
	PD-F-073			PUNCH LIST CLEARANCE STATUS REPORT	1	
	PD-F-074			PROJECT PLANT / EQUIPMENT RECORD	1	
	PD-F-075			PROJECTS UNDER CLOSE-OUT STATUS REPORT	1	
	PD-F-076			PRELIMINARY ACCEPTANCE CERTIFICATE	1	
	PD-F-077			FINAL ACCEPTANCE CERTIFICATE	1	
	PD-F-078			FINAL AS-BUILT TRANSMITTAL	1	
	PD-F-079			CONTRACTOR ID / STICKER CLEARANCE REPORT	1	
	PD-F-080			FINAL RECEIPT and RELEASE AGREEMENT	1	

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DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION

REVISION REQUEST

INITIATOR	DEPARTMENT / DIVISION	TEL. NO.	DATE:

REVISION TYPE:

REVISION TO: .....
TITLE: .....
SUBJECT: .....
PAGE No.(s): .....

TEXT OF CHANGES:

.....
.....
.....
.....
.....
.....
.....
.....
.....

SIGNATURE OF INITIATOR

FOR PLANNING DEP. USE:

REVISION REQUEST:	YR MO DY	ACTION		YR MO DY
RECEIVED			ISSUE AS REVISION	
REVIEWED			DEFER	
INITIATOR ADVISED			REJECT	

REASONS FOR DEFER / REJECTION:

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MANAGER, PLANNING DEPARTMENT

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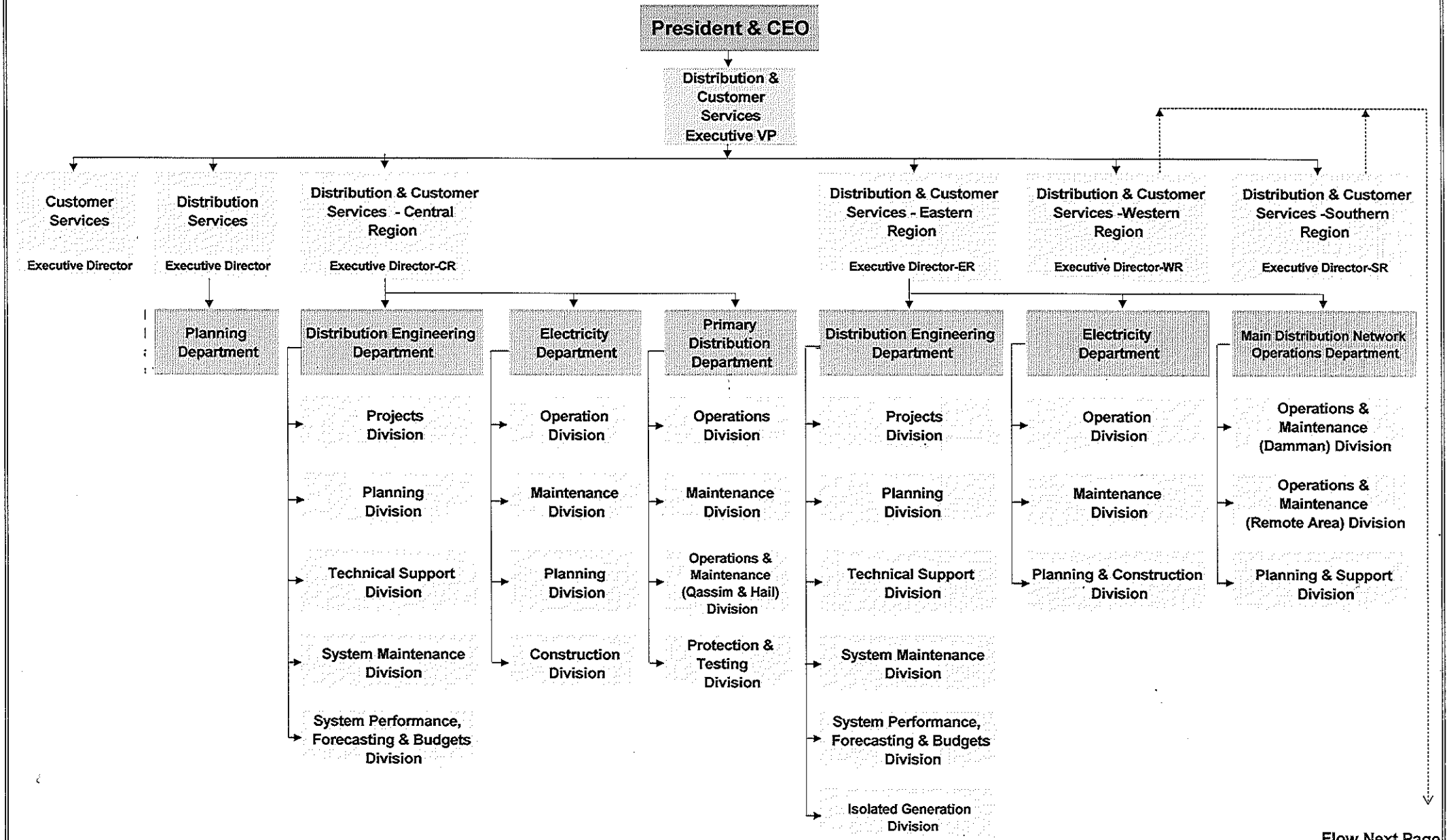
DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION

DISTRIBUTION & CUSTOMER SERVICES ORGANIZATION STRUCTURE



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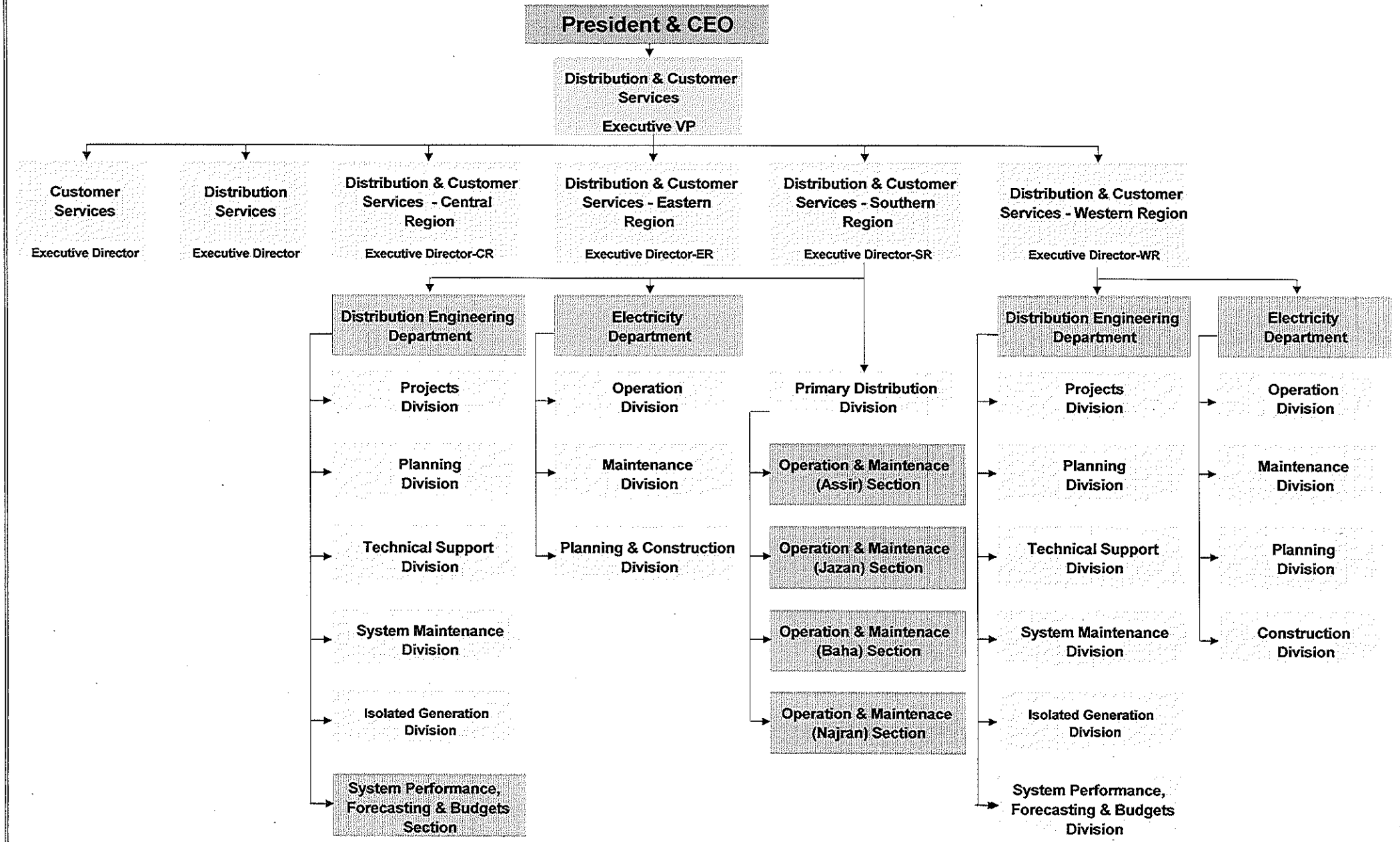
DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION

DISTRIBUTION & CUSTOMER SERVICES ORGANIZATION STRUCTURE



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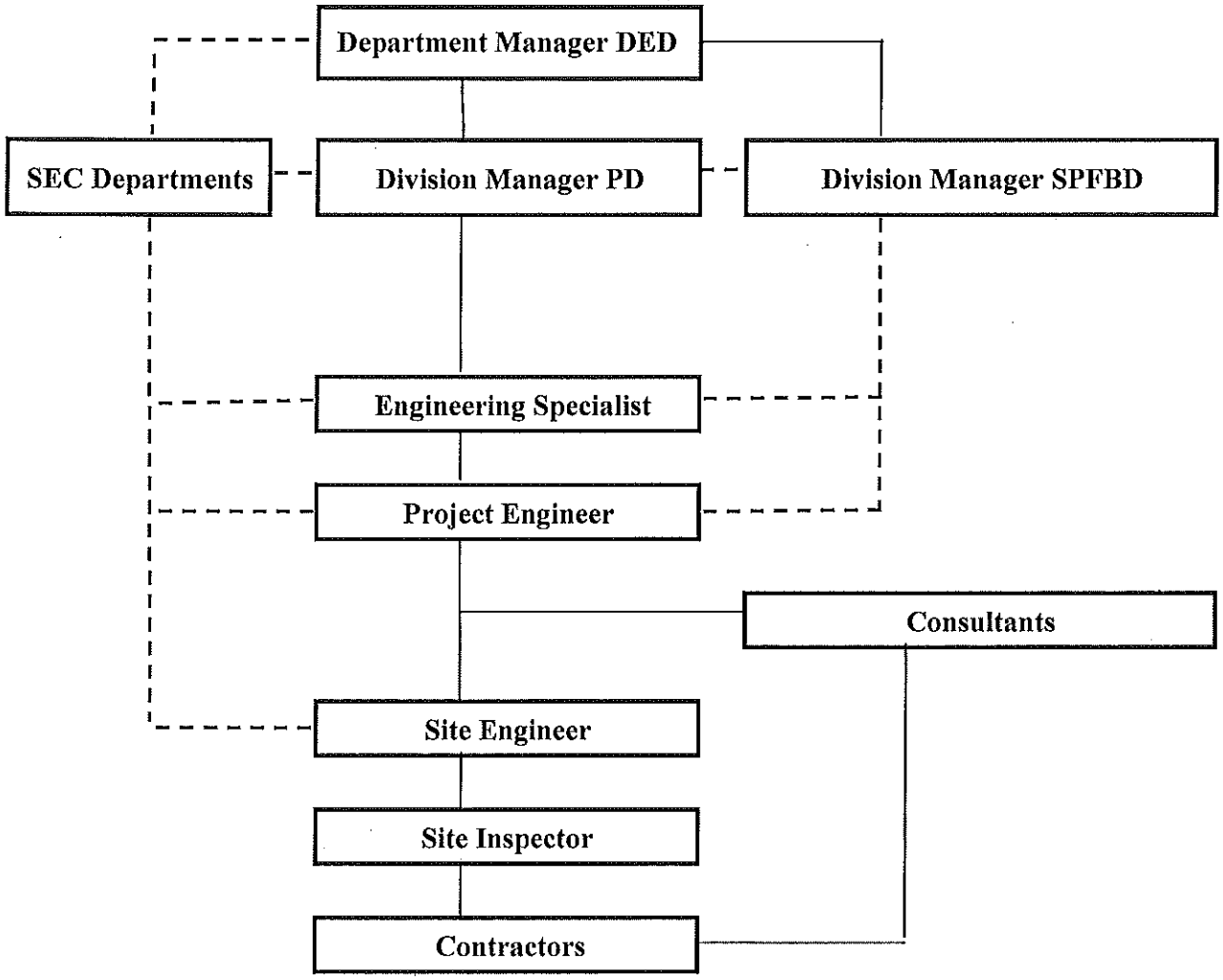
DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION

FUNCTIONAL CHART FOR PROJECT MANAGEMENT TEAM



——— Management

– – – – Communication

DED ------- Distribution Engineering Department
PD --------- Projects Division
SPFBD --- System performance, Forecasting & Budgets Division

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DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
OVERALL FLOW CHART OF PROJECTS DIVISION
LIST OF ACTIVITIES

PROJECT EXECUTION

Appropriation for Expenditure

TURNKEY CONTRACT PROCUREMENT

- Review of Draft SOW
- Review Contractor's PQ
- Review/Concurrence CAP
- Contributing in Preparation of Proforma Contract
- Attend Job EX & Site Visit
- Contributing in Contractor's Tech. B/E
- Contributing in Contractor's Comm. B/E
- Contributing in review of Contract Proforma
- Attending Final Bid Clarification Meeting before Awarding
- Issue required AFE/BICAR

SHORT FORM CONTRACT PROCUREMENT

- Scope of Work / Estimate
- Short Form Contract Request
- Contractor Prequalification
- Job Explanation Meeting
- Bid Closing / Opening
- Bid's Evaluation
- Award of Short Form Contract

CONTRACT IMPLEMENTATION

- Kick - Off Meeting
- Site Handover
- Base Design
- Detail Engineering Design
- Subcontracting
- Project Supervision
- Progress Monitoring
- Project Status Reporting
- Project Submittal
- Miscellaneous Activities
- Testing & Commissioning

CONTRACT CLOSE-OUT

- Technical Completion
- Energization
- Preliminary Acceptance
- Final Acceptance
- Final Receipt & Release Agreement

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Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
SFC - CONTRACTOR PREQUALIFICATION SUMMARY SHEET

SHORT FORM CONTRACT NO. .....

CONTRACTOR'S INFORMATION: (TO BE DULY FILLED IN BY CONTRACTOR)

Name of Company: .....
CR NO. .....
Mailing Address .....
.....
.....
Telephone No. ..... Fax No. .....
Name of Authorized Contact Individual: .....
Designation of Authorized Contact Individual: .....

Your Prequalification Document should include this Summary Sheet and the following attachments:

Attachment I : Copy of CR Certificate

Attachment II : List of similar works completed (indicate clients name, contract no., contract award date / completion date and contract price).

Attachment III : List of on-going contracts (Indicate client name, contract no., Contract award date / completion date and contract price. Percent completion to date and name & telephone no. of contact person from the contract proponent)

Attachment IV : List of proposed manpower for this project (provide resume for Key personnel)

Attachment V : List of proposed equipment

We certify that the information provided in this Prequalification Document are true and Correct.

AUTHORIZED SIGNATURE

Affix Contractor Seal here (if any)

Signature : .....

Name : .....

Position : .....

Date : .....

Note: Only prequalified Contractor will be invited to collect Bid Documents and attend Job Explanation meeting.

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Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
PREQUALIFICATION DOCUMENT DISTRIBUTION CONTROL SHEET

Contract No.: _____ Contract Title: _____

SN	CONTRACTOR NAME	FAX NUMBER	TEL. NUMBER	COMPANY REPRESENTATIVE NAME	COMPANY REPRESENTATIVE SIGNATURE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
15					

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
BID FORM FOR SHORT FORM CONTRACT

SHORT FORM CONTRACT NO. .....

1. ***BASIC BIDDERS'S INFORMATION***

Name of Company: .....
CR NO. .....
Mailing Address .....
.....

Telephone No. ..... Fax No. .....
Name of Contact Individual: .....

2. ***PRICES:***

2.1 Having examined in their entirety the bid documents and determined all factors that may affect the cost and/or performance of the WORK required, the undersigned bidder hereby submits a total lump sum price to perform and complete the WORK, the amount of:

Saudi Riyals:
(In words) .....
.....

(In Figures).....

2.2 The lump sum price indicated above includes, but is not limited to compensation for all applicable taxes, insurance, including Saudi Arab Social Insurance, fees mobilization, catering and accommodations, transportation to and from the WORK SITE, all overheads, profits and all other direct and indirect costs incurred, or to be incurred by the undersigned bidder. The lump sum price also includes compensation for any and all custom duties.

3. ***VALIDITY***

This bid remain valid for a period of sixty(60) calendar days following the bid closing date.

Affix Contractor Seal here (if any)

Signature: .....

Name: .....

Position: .....

Date: .....

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Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION

BID FORM FOR SHORT FORM CONTRACT
PRICING ATTACHMENT

SHORT FORM CONTRACT NO. ……..

CONTRACT PRICE BREAKDOWN

AMOUNT IN SR.

ITEM DESCRIPTION	QUANTITY	UNIT	TOTAL

TOTAL LUMP SUM PRICE: SR: ……..

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION

KICK-OFF MEETING AGENDA

PROJECT TITLE : ----------
CONTRACT No. : ---------- PAN : ---------- JO No. : ----------
CONTRACTOR : ----------
DATE HELD : ---------- TIME : ---------- PLACE : ----------

A G E N D A

1. Introduction
2. Administrative Instructions :
   Organization Chart, Correspondence Routing, Working Hours, etc.
3. Construction Schedule and Other Submittals
4. Mobilization and Temporary Facilities
5. IDs and Other Permits
6. Engineering & Design
7. Adherence to Scope of Work, Drawings and Specifications, Interpretation etc.
8. Material / Equipment:
   Submittals, Long Lead Items, Procurement Expediting and Documentation. Delivery Schedule. Custom Clearance
9. Meetings and Progress Reporting
10. Subcontractor Pre-qualification
11. Constraints and Restrictions

    Working hours
    Outage schedule
12. Quality Assurance:
    Plan, Implementation, Inspection Request and Log Book
13. Loss Prevention:
    Safety Plan and Implementation, Permits
    Safety Meetings, Recording and Reporting
    SEC-EOA, Safety Engineers
14. Testing & Commissionning
15. Security and Confidentiality Requirements
16. "As-Built" Documents
17. Invoicing and Payment
18. Coordination and Cooperation Requirements
19. Any Other Items by:
    - Proponent
    - Other SEC Departments
    - Contractor
    - Others
    - Any clarification Request by Contractor
20. Close-out

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
GUIDELINES FOR CONDUCTING KICK-OFF MEETING

1. INTRODUCTION

1.1 Introduce each attendee.
1.2 Prepare a list of all attendees and obtain their initial.
1.3 Briefly explain the purpose of the meeting, title, scope of work and completion schedule of the project.

2. ADMINISTRATIVE INSTRUCTIONS

2.1 All correspondence to SEC shall be addressed to:

SEC/ Distribution Engineering Department
Attention To: Name & Position
Address

2.2 Contractor shall submit a letter identifying personnel who are authorized to sign documents of contractor and with whom all correspondence from SEC will be addressed.

2.3 Contractor shall submit an Organization chart along with the resumes of key personnel as agreed during bid clarification for SEC's review and approval. Responsibility of each person shall be clearly defined.

2.4 All works requiring the presence of SEC Representative shall be done within SEC's working time and working days (Saturday to Wednesday, except SEC's holidays/week ends).

2.5 Contractor's Project Manager or Project Engineer shall be available in their local office (in the respective Operating Area) within the above SEC's working time.

3. WORK SCHEDULE

3.1 Contractor shall submit a Design, Procurement, Construction, Testing and Commissioning Schedule in bar chart format for all work under this contract. This schedule shall also indicate manpower allocations in accordance with SEC requirements. This document shall be submitted on or before ..... Following critical milestone dates shall be mandatory for preparing the project schedule:

No.	Activity	Date (dd/mm/yyyy)
3.1.1	Start of Work	
3.1.2	Final Soil Investigation Report	
3.1.3	Responses to Outstanding Bid Clarifications on Major Equipment complete	
3.1.4	Site Development Drawings complete	
3.1.5	Submit Base Design Package Complete	
3.1.6	Base Design Review Meeting	
3.1.7	Submit Copy of Purchase order	
3.1.8	Detailed Civil Design Submittal	
3.1.9	Detailed Mechanical Design Submittal	
3. 1.10	Contractor QA/QC program submittal	
3.1.11	Contractor Loss Prevention Program Submittal	

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
GUIDELINES FOR CONDUCTING KICK-OFF MEETING

No.	Activity	Date (dd/mm/yyyy)
3.1.12	Detailed Electrical Design Submittal	
3.1.13	Civil Drawings Issued for Construction	
3.1.14	Mechanical Drawings Issued for Construction	
3.1.15	Electrical Drawings Issued for Construction	
3.1.16	Delivery of Materials Complete	
3.1.17	Start of Testing & Commissioning	
3.1.18	Technical Completion	**As per Contract**
3.1.19	Preliminary Acceptance	**As per Contract**
3.1.20	Final Acceptance	**As per Contract**

3.2 Project Schedule shall also display in one graphical presentation the Overall Project Schedule consolidating all events. All project schedules shall be submitted in soft copy.

3.3 Once site work starts, the Contractor shall submit a bi-weekly look-ahead schedule for activities to be completed in the coming two weeks.

4. MOBILIZATION AND TEMPORARY FACILITIES

4.1 Contractor shall provide the site office layout drawing on ....., indicating all facilities specified in clause ..... of the PTS for SEC approval.

4.2 Contractor shall provide power supply and telephone facility for the site office.

4.3 Site office facility shall be completed prior to commencing any site work

5. IDs AND OTHER PERMITS

5.1 SEC ID card is required for any person to enter into the substation. Contractor shall nominate the authorized Saudi representative to obtain IDs from SEC's Industrial Security Department.

5.2 Request for temporary gate pass to restricted areas shall be submitted at least 72 hours in advance. Request shall be in Arabic in SEC standard format.

6. ENGINEERING & DESIGN

6.1 BASE DESIGN PACKAGE

Each project portion (if applicable) shall have a separate Base Design Package. Each Base Design Package shall be subdivided into major disciplines, as follows:

6.1.1. Civil/Structure with Geo-technical Investigation Report
6.1.2 Electrical
6.1.3 System Protection
6.1.4 Communication
6.1.5 Mechanical (HVAC System including control panel specifications and drawings, plumbing, etc.)
6.1.6 SCADA
6.1.7 Fire Alarm/fighting System

6.1.8 Transmission Line (if applicable)
6.1.9 QA/QC Program
a. Manufacturing with Inspection & Test Plan
b. Construction
6.1.10 Loss Prevention Program

6.2 All design calculations shall be typewritten and shall show calculation details and shall be submitted in separate volume.

6.3 All commitments made by Contractor during Bid Clarification shall be submitted with the Base Design in a separate format (to be provided by SEC).

6.4 Data Schedule and clause-by-clause compliance to the relevant SEC standards supported by Manufacturer's Technical Specifications, Catalogues and literatures shall be included in the relevant major discipline.

6.5 Outage Plan with Sequence of activities.

6.6 Partial submittal of Base Design Package will not be accepted.

6.7 **BASE DESIGN REVIEW MEETING**

6.7.1 Contractor shall compile all SEC's comments and provide item-by-item response (in a format to be provided by SEC) prior to the Base Design Review Meeting.

6.7.2 Minutes of the meeting shall be prepared by Contractor and concurred by attendees.

7. ADHEREENCE TO SCOPE OF WORK, DRAWINGS AND TECHNICAL SPECIFICATION

7.1 SCOPE OF WORK

7.1.1 Clarify questions from the Contractor.

7.1.2 Clarify/explain any input from attendees.

7.2 PREPARATION OF DRAWINGS

7.2.1 Explain that the Contractor shall estimate the quantity of new drawings to be prepared under this project and shall request for allocation of drawing numbers from SEC. Later, unused allocated drawing numbers (if any) shall be informed to SEC in writing.

7.2.2 Briefly explain the Contractor the procedure to be followed in obtaining and revising As-Built drawings.

7.2.3 Explain that the Contractor shall submit required sets of drawings for each particular discipline.

7.2.4 No construction work shall commence until construction drawings for a particular discipline are approved and are submitted to SEC with "Issued for Construction" stamp by the contractor. In addition, one (1) complete set shall be available at site office for SEC use.

7.2.5 Clarify questions from the Contractor regarding Drawing Drafting Procedure of SEC.

7.2.6 Explain any input from attendees and clarify any query from the Contractor.

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
GUIDELINES FOR CONDUCTING KICK-OFF MEETING

8. MATERIAL / EQUIPMENT

8.1 Purchase Order of materials/equipment shall be in accordance with the relevant SEC standards and other contractual requirements. Any deviation shall be resolved prior to placement of the Purchase Order.

8.2 No materials / equipment shall be manufactured prior to its vendor deign is approved by SEC.

8.3 No materials / equipment shall be released from the factory for shipment unless Release for Shipment Certificate is approved by SEC.

8.4 Material/equipment delivery schedule shall be submitted bi-weekly by Contractor.

8.5 Monthly production report for major equipment shall be submitted.

8.6 Within 60 days of placing purchase orders, Contractor shall submit a recommended parts data package for each item equipment requiring operating spare parts. Contractor shall also submit the complete technical detailed specifications for each operational spare part listed in Schedule C-VI of Contract within **two (2) months** of placing purchase order for SEC review and approval.

SPECIAL CONDITIONS: CLEARANCE OF SF_6 GAS FROM CUSTOM

8.7 The Contractor shall obtain the required permits for clearing SF_6 gas from Custom before the gas reaches the destination port in the Kingdom.

8.8 SEC involvement in clearing SF_6 gas from Custom will be limited to issuing a letter to Custom Authority declaring that the gas will be used in the respective project's work.

8.9 Alternately, the Contractor may purchase SF_6 gas locally. In such case, the Contractor shall submit a confirmation from the equipment's manufacturer that using the local SF_6 gas will not affect the equipment manufacturer's warranties per Paragraph 35.1 of Schedule A of contract.

8.10 Demurrage charges and/or delay in project's completion that may result due to late clearance of SF_6 gas from Custom are/is the sole responsibility of the Contractor.

9. MEETING AND PROGRESS REPORTING

9.1 Contractor shall submit bi-weekly Progress Reports every other week day starting from ..... for the entire duration of the contract.

9.2 Regular bi-weekly progress meetings will be held every other ..... day following submittal of the BI-weekly progress report. Other meetings may be held as necessary.

9.3 Minutes of all meetings shall be prepared by Contractor and concurred by SEC.

10. SUBCONTRACTING

10.1 Contractor shall provide a detailed sub-contracting plan for SEC's review and approval.

10.2 If sub-contractor is proposed, technical and financial/commercial pre-qualification documents shall be submitted for SEC review and approval.

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
GUIDELINES FOR CONDUCTING KICK-OFF MEETING

11. CONSTRAINTS & RESTRICTIONS

Outage Schedule / Requests

11.1 Contractor shall submit the required Outages Schedule with detailed sequence of activities two (2) weeks in advance. **Contractor shall also submit Outage Contingency Plan with the each outage schedule/outage request.** Initial coordination for outages shall be in the base design stage.

11.2 Contractor shall coordinate with the concerned SEC Department (i.e. Electricity Department, Main Distribution Network Operations Department and Substation Maintenance Department) in consultation with Projects Division when filing outage requests.

11.3 Contractor shall provide two sets (2) of good quality grounding clusters (to be approved by SEC) at site prior to filing of outage request.

Outage Clearance receiver from Contractor shall be a interviewed and approved by the Divisions Manager of **MDNOD**.

12. QUALITY ASSURANCE/QUALITY CONTROL (QA/QC)

12.1 Contractor shall submit a detailed QA/QC program before commence of work for SEC review and approval.

12.2 Independent Inspection Agency personnel shall be approved by SEC for the particular material/requirement he is assigned to inspect. The independent Inspection Agency shall submit directly to SEC four (4) copies of Material status, Quality Surveillance Reports, and Inspection and Test Reports within one week after inspection.

12.3 SEC will provide one (1) log book at each site office for Quality/Safety personnel use only. Contractor shall provide one (1) log book at each site office for **PD** use only. All log book entries shall be attended by Contractor immediately in consultation with SEC Site Engineer.

12.4 Inspection Request for site activities shall be submitted 48 hrs in advance.

12.5 Clarify questions from the Contractor.

12.6 Any input from attendees.

13. LOSS PREVENTION:

13.1 Contractor shall submit a detailed Fire & Loss Prevention Program for SEC review and approval.

13.2 Brief Contractor regarding Work Permit Requirements in restricted areas. No mechanical equipment shall be used for excavation inside an energized facility without prior permission from SEC.

13.3 Brief Contractor on Monthly Job Safety Evaluation.

13.4 Safety meetings shall be conducted on weekly basis by Contractor's Safety Officer and Minutes of Meeting shall be submitted to SEC on bi-weekly basis during construction meeting.

13.5 Contractor's heavy lift equipment such as cranes, bucket trucks, etc. shall have valid SEC Inspection Stickers. Vehicle working in SEC substations shall also have valid SEC stickers.

13.6 Only operators with valid certification from SEC shall operate heavy lift equipment.

13.7 Clarify any questions from Contractor.

13.8 Any input from Fire & Loss Prevention Division

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
GUIDELINES FOR CONDUCTING KICK-OFF MEETING

14 TESTING AND COMMISSIONING

14.1 All site testing and commissioning, including vacuum test and oil filling of transformers, shall be witness by the authorized SEC's Commissioning Representative.

14.2 Contractor shall submit Testing and Commissioning Schedule giving full details of the test and specifying which equipment to be tested two (2) months prior to schedule date of testing.

14.3 Contractor shall submit detailed Testing and Commissioning Procedures for SEC review and approval two (2) months prior to submitting the Testing and Commissioning Schedule. The procedure shall be in accordance with SEC commissioning standards with test circuit diagram for each and acceptance criteria.

14.4 Commissioning schedule shall indicate particular witnessing engineer requirements (i.e. protection, maintenance, telecom, etc).

14.5 Contractor shall present a valid calibration certificate for each testing equipment at site.

15. SECURITY & CONFIDENTIALITY REQUIREMENTS:

15.1 Contractor must comply with the requirements mentioned under the Contract Clauses.

15.2 Contractor must follow strictly all the safety and security regulations at site. The site should be equipped with first aid kits to cope with any emergency situation.

15.3 Contractor shall provide necessary safety shoes and hard hats etc., to his employees working on site.

15.4 Contractor is responsible to maintain cleanliness at site all the time. Debris shall be removed and hauled to assigned Municipality Dump yard.

15.5 Contractor shall submit resumes of qualified Safety Engineers for SEC review and approval.

15.6 Contractor shall make proper arrangements for the security of Construction site and material.

15.7 Contractor must immediately prepare and submit an accident report to SEC. A detailed report shall follow within three working days.

16. AS-BUILT DOCUMENTS

16.1 Contractor shall submit two (2) hard copies and one (1) soft copy of as-built drawings to SEC after the Contractor Design Reviewer has reviewed and verified the adequacy, completeness, legibility, and conformance to SEC drafting standards. The Contractor shall promptly make all corrections as noted by SEC and resubmit the corrected drawings for acceptance.

16.2 After completion of Item 17.1 and within four (4) weeks after commissioning, "Final" two (2) hard copies and one (1) soft copy of "As-Built" drawings shall be submitted to SEC for record purposes. In addition, Contractor shall prepare the drawings in Micro station or as specified.

16.3 Existing drawings shall be revised as necessary and the existing drawing control lists updated to indicate all changes.

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
GUIDELINES FOR CONDUCTING KICK-OFF MEETING

17. INVOICING AND PAYMENTS

17.1 The Contractor shall obtain approval from SEC representative on the statement of completion prior to submitting the invoice.

18. COORDINATION AND COOPERATION REQUIREMENTS

18.1 Co-operation and co-ordination between SEC and the Contractor is utmost important for the successful completion of the project. The Contractor shall co-operate and co-ordinate fully, as required, with all concerned SEC departments through **PD** only.

18.2 During the absence of the Contractor Representative for any period of time, a deputy with the same level of authority shall be proposed to SEC for approval as stand-in representative.

19. ANY OTHER ITEMS BY:

19.1 The unclear items related to the project, SEC procedure or common interest will be discussed and resolved during this Kick-off meeting ahead of actual start of construction activities by the following agencies:

- Project Proponent i.e. Projects Division (**PD**), Distribution Engineering Department (**DED**), Main Distribution Network Operation Department (**MDNOD**), Substation Maintenance Department (**SMD**), ISD/Loss & Fire Protection Dept(**L&FPD**), Telecommunication Department (**TCD**), SO & CD (**SCADA**).
- Other (SEC) Departments i.e. Electricity Department (**ED**).
- Contractor / others

20. PROJECT CLOSE-OUT

20.1 Final Completion of the Work will not be achieved and Final Payment not made until the following activities are accomplished:

- Technical Completion
- Preliminary Acceptance
- Complete Demobilization from Work site
- Final Acceptance

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
GUIDELINES FOR CONDUCTING KICK-OFF MEETING

ATTACHMENT - 1

SUMMARY OF REQUIRED CONTRACTOR'S SUBMITTALS

(Details/Dates indicated/as agreed in the meeting)

I. SUBMITTALS REQUIRED BEFORE BASE DESIGN

1. Project Organization Chart and Manpower Projections
2. Missing Documents/Additional Information as agreed during bid evaluation
3. Overall Project Schedule (CPM & BAR CHART)
4. Geo-technical Consultant's name and pre-qualification documents (if required)
5. Sub-Contracting Plan
6. Sub-Contractor's Pre-qualification Documents
7. Contractor's Cash Flow Projections for invoicing
8. List of Key Drawings with expected date of submission
9. Major Equipment Draft Purchase Order
10. Request for SEC's IDs for Contractor's employees
11 Site Office Layout Plan
12. List of Deviations accepted by SEC during bidding stage for each equipment

II BASE DESIGN SUBMITTAL

13. Base Design Package (refer to Item --- of Kick-of Meeting Minutes).

III PRE-CONSTRUCTION SUBMITTALS

14. Mill Certificate for Rebars
15 Concrete Mix Design
16. Test Report of Select Fill Material
17 Source of Water and Aggregates
18. Name of Independent Testing Laboratory (Civil/Mechanical.)
19. Welding Procedures for Aluminum and Steel
20 Welder Certification
21 Cable Splicer Certification
22 Asphalt Mix Design
23. Installation Material Samples (as required)
24 Construction Material Specifications
25 Equipment Parts Data Package

IV. CONSTRUCTION SUBMITTALS

26. Final Design documents - For review/approval
27. Issued for Construction documents - For Implementation
28. Operation and Maintenance Manual

V. COMMISSIONING

29 Testing & Commissioning Procedure
30 T&C Schedule
31 Calibration Certificate of Test Equipment
32 Site Commissioning Test Results

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
MEETING ATTENDANCE RECORD

DATE : ..... *TIME :* ..... *PLACE :* .....

PROJECT TITLE : .....

CONTRACT No. : ..... *PAN :* ..... *JO No. :* .....

CONTRACTOR NAME : .....

SUBJECT :

NAME	*ORGANIZATION*	*TELEPHONE #*
Convener :		
Attendees :		
1-		
2-		
3-		
4-		
5-		
6-		
7-		
8-		
9-		
10-		
11-		
12-		
13-		
14-		

CC: File & Attendees

Saudi Electricity Co.
Distribution & Customer Services Business
..... Sector
Distribution Engineering Department

الشركة السعودية للكهرباء
نشـــاط التوزيع وخدمات المشتركين
القطاع .....
إدارة هندسة التوزيع

Dated: / /20 G تاريخ : / / ١٤ هـ

شهـادة تسليـم موقـع
Site Delivery Certificate (S. D. C.)

Contract No. & Date:		رقم العقد وتاريخه :
Contractor's Name:		اســـم المقاول :
Contract Period:		مـــدة العقـــد :
Location/Project:		الموقع / المشـروع :

Work Description: وصف العمل :

Remarks: ملاحظـــات :

Site Delivery Date: **/ /20 G** **تاريخ تسليم موقع العمل:** / / ١٤ هـ

CONTRACTOR'S ACKNOWLEDGEMENT **إقـــرار المقـــاول**

Name of Project Manager: اسم مدير المشـــروع :

ختم المقاول والتاريـخ

Contractor's Stamp & Date

Signature: التوقيـــع :

SEC APPROVAL **اعتماد الشركة السعودية للكهرباء**

المهندس /
مهندس المشـروع

المهندس/
مدير إدارة هندسة التوزيع

DISTRIBUTIONS:
Original – Operating Asset Comptroller.
1st copy – Proponent Department.
2nd copy – Contractor.
3rd copy – ISD/FF&LPD
4th copy – Contracting Department.
5th copy – DED

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
MINUTES OF BASE DESIGN REVIEW MEETING

Project Title :

Contract No. :

Contractor : **Date:**

		*****Subject****		
S.N.	**SEC Comment**	**Originator**	**Contractor's Response**	**Decision**

Concurred by:

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION

الشركة السعودية للكهرباء
Saudi Electricity Company

Subcontractor Approval Request

(Date)

Manager
_____ Department

Reference our Contract No. _____ with Saudi Electricity Company_____ Operating Area, we request approval to subcontract the following work:

Description of Work to be Subcontracted : _____

_____

Estimated Value of Subcontracted Work : _____
Period of Subcontract : From: _____ To: _____
Name of Subcontractor : _____
Ownership of Subcontractor's Company : _____ % Saudi Ownership _____ % Foreign Ownership

Attached are the following documents from the proposed Subcontractor for your evaluation:

(A) Commercial Documents

- ☐ Commercial Registration Certificate
- ☐ Valid Zakah Certificate
- ☐ Valid GOSI Certificate
- ☐ Valid Chamber of Commerce Certificate
- ☐ Valid Classification Certificate (required if subcontract value is greater than SR 1,000,000)
- ☐ Valid Certificate form Labor Office attesting to adherence of Subcontractor to official Saudization Percentage

(B) Technical Documents

- ☐ List of Similar Works Completed with copies of certificates from clients
- ☐ List of On-going Projects or Contracts with copies of certificates from clients
- ☐ List of Proposed Manpower with resume of key personnel
- ☐ List of Proposed Equipment (specify whether Owned or Rented)
- ☐ Proposed Organization Chart

Name of Contractor : _____
Signature : _____
Name : _____
Title : _____
Date : _____

Contractor Stamp

(For the use of Saudi Electricity Company)

TECHNICAL EVALUATION BY PROPONENT DEPARTMENT

- ☐ Qualified
- ☐ Not Qualified Due to: _____

Name _____ Signature : _____
Title Manager, _____ Dept. Date : _____

(If Technically Qualified, send this Request together with Commercial documents to Contracting Dept. for evaluation. If Technically not qualified, send a letter of objection to Contractor with a copy to Contracting Dept. without attachments)

(For the use of Saudi Electricity Company)

COMMERCIAL EVALUATION BY CONTRACTING DEPARTMENT

- ☐ Qualified
- ☐ Not Qualified Due to: _____

Name _____ Signature : _____
Title Manager, Contracting Department Date : _____

CIS Input By: _____ Date: _____

Original Request: Proponent Department Photocopies: Contract Archival File CIS Input

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERINGDEPARTMENT
PROJECTS DIVISION
DAILY PROGRESS REPORT

Project Title :

Contract No.:

Contractor :

Date: Temp. (°C) : Weather :

S. N.	Today's Activities	Forecast Activities for Next Day

Manpower (Contractor) By Craft		Manpower (Sub-Contractors) By Craft		Equipment By Type	
Total		Total			
GRAND TOTAL					

COMMENTS:

Site Visit By:

Signature: .....

Name: .....

SEC Site Engineer

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION

Survey and Drawing Submission Status

Sr. No.	Activity	Unit	Assessed Qty.	Progress of this Month	Cumulative Progress	Remarks
1	DRAWING SUBMISSION					
1.1	H.V. NETWORK					
a .	H.V. route map DC line	KM.				
b .	H.V. route map SC line	KM.				
c .	Plan , Profile & Schedule for DC line .	KM.				
d .	Plan , Profile & Schedule for SC line .	KM.				
1.2	L.V. NETWORK					
a .	L.V. line route .	KM.				
b .	Village staking & schedule .	No.				
2	APPROVAL					
2.1	H.V. NETWORK					
a .	H.V. route map DC line	KM.				
b .	H.V. route map SC line	KM.				
c .	Plan , Profile & Schedule for DC line .	KM.				
d .	Plan , Profile & Schedule for SC line .	KM.				
2.2	L.V. NETWORK					
a .	L.V. line route .	KM.				
b .	Village staking & schedule .	No.				

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
Village Electrification Status

م No	اسـم القريـة Village name	عدد المشتركين Consumer no.	عدد المحـولات Transformer no.				طول خط ض.ع. (كم) Line length H.T.	طول خط ض.م. (كم) Line length L.T.	نسبة الانجاز Progress (%)	ملاحظات remarks
			300 kva	200 kva	100 kva	50 kva				
	الإجمـالي Total									

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
INSPECTION REQUEST
(General)

PROJECT TITLE :

CONTRACT NO. : PAN : JO No. :

CONTRACTOR :

INSPECTION REQUEST NO. RE-INSPECTION REQUEST NO.

TIME : DAY : DATE :

PLACE / LOCATION :

REFERENCE DRAWING NO. :

REFERENCE SPECIFICATION :

I hereby confirm that the mentioned Work was checked by the Contractor and found to comply with SEC requiremer

CONTRACTOR'S QA/QC ENGINEER SIGNATURE :

CONTRACTOR'S QA/QC ENGINEER NAME : DATE :

TEL : FAX : E-MAIL :

APPLICABLE STANDARD : .....

INSPECT / VERIFY	CONTRACTOR INPUT	SEC OBSERVATION
LOCATION / STRUCTURE		

☐ APPROVED ☐ APPROVED WITH COMMENTS ☐ NOT APPROVED, REDO

COMMENTS :

SEC SITE / PROJECT ENGINEER NAME :

DATE : TIME : SIGNATURE :

TEL : FAX : E-MAIL :

Contractor shall submit the Inspection Request at least 24-hours prior to the inspection time. Submit sketch of the location/spot to be inspected. Submit test results within 48 hours after completion.

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
INSPECTION REQUEST FOR EXCAVATION

PROJECT TITLE : .....

CONTRACT NO. : ..... PAN : ..... JO No. : .....

CONTRACTOR : .....

INSPECTION REQUEST NO. ☐ RE-INSPECTION REQUEST NO. ☐

TIME : ..... DAY : ..... DATE : .....

PLACE / LOCATION : .....

REFERENCE DRAWING NO : .....

REFERENCE SPECIFICATIOI : .....

I hereby confirm that the mentioned Work was checked by the Contractor and found to comply with SEC requireme

CONTRACTOR'S QA/QC ENGINEER SIGNATURE : .....

CONTRACTOR'S QA/QC ENGINEER NAME : ..... DATE : .....

TEL : ..... FAX : ..... E-MAIL : .....

APPLICABLE STANDARD : .....

INSPECT / VERIFY	CONTRACTOR INPUT	SEC OBSERVATION
LOCATION / SPOT		
SITE CLEARING		
EXISTING SOIL TYPE		
BOREHOLE TEST		
PILEHOLE DEPTH		
GROUND ELECTRICAL RESISTIVITY TEST		
EXISTING GROUND LEVEL		
EXCAVATION DEPTH		
EXISTING UNDERGROUND UTILITIES		
ADJACENT STRUCTURES CLEARANCE		
EXCAVATION SIDES VISUAL INSPECTION		
GROUND WATER TABLE		
DEWATERING SYSTEM		
BRACING, SHORING AND SHEET PILING		
EXCAVATION SIDE SLOPE		
SAFETY SIGNS AND BARRICADES		

☐ APPROVED ☐ APPROVED WITH COMMENTS ☐ NOT APPROVED, REDO

COMMENTS : .....

.....

.....

SEC SITE / PROJECT ENGINEER NAME: .....

DATE : ..... TIME : ..... SIGNATURE : .....

TEL : ..... FAX : ..... E-MAIL : .....

Contractor shall submit the Inspection Request at least 24-hours prior to the inspection time. Submit sketch of the location/spot to be inspected. Submit test results within 48 hours after completion.

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
INSPECTION REQUEST FOR READY-MIX CONCRETING

PROJECT TITLE : .....

CONTRACT NO. : ..... PAN : ..... JO No. : .....

CONTRACTOR : .....

INSPECTION REQUEST NO. [ ] RE-INSPECTION REQUEST NO. [ ]

TIME : ..... DAY : ..... DATE : .....

PLACE / LOCATION : .....

REFERENCE DRAWING NC : .....

REFERENCE SPECIFICATIO : .....

I hereby confirm that the mentioned Work was checked by the Contractor and found to comply with SEC requireme

CONTRACTOR'S QA/QC ENGINEER SIGNATURE : .....

CONTRACTOR'S QA/QC ENGINEER NAME : ..... DATE : .....

TEL : ..... FAX : ..... E-MAIL : .....

PPLICABLE STANDARD : .....

INSPECT / VERIFY	CONTRACTOR INPUT	SEC OBSERVATION
LOCATION / STRUCTURE		
READYMIX CONCRETE SUPPLIER NAME		
READYMIX CONCRETE MIX DESIGN		
STEEL REINFORCEMENT AND FORMWORK	INSPECTED / NOT INSPECTED	
READYMIX CONCRETE TYPE		
CONCRETE DESIGN STRENGTH		
MIXING TIME AT PLANT		
DELIVER TIME AT SITE		
AMBIENT AIR TEMPERATURE		
CONCRETE TEMPERATURE		
CONCRETE SLUMP		
AIR CONTENT 2.5% - 5.5%		
NO. OF CUBES/CYLINDERS PREPARED		
CONCRETE SURFACE FINISHING		

[ ] APPROVED [ ] APPROVED WITH COMMENTS [ ] NOT APPROVED, REDO

COMMENTS : .....

.....

.....

SEC SITE / PROJECT ENGINEER NAME : .....

DATE : ..... TIME : ..... SIGNATURE : .....

TEL : ..... FAX : ..... E-MAIL : .....

Contractor shall submit the Inspection Request at least 48-hours prior to the inspection time. Submit sketch of the location/spot to be inspected. Submit test results within 48 hours after completion.

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
INSPECTION REQUEST FOR WATERPROOFING AND TANKING SYSTEM

PROJECT TITLE :

CONTRACT NO. : PAN : JO No. :

CONTRACTOR :

INSPECTION REQUEST NO. RE-INSPECTION REQUEST NO.

TIME : DAY : DATE :

PLACE / LOCATION :

REFERENCE DRAWING NO. :

REFERENCE SPECIFICATION :

I hereby confirm that the mentioned Work was checked by the Contractor and found to comply with SEC requiremer

CONTRACTOR'S QA/QC ENGINEER SIGNATURE :

CONTRACTOR'S QA/QC ENGINEER NAME : DATE :

TEL : FAX : E-MAIL :

APPLICABLE STANDARD : .....

INSPECT / VERIFY	CONTRACTOR INPUT	SEC OBSERVATION
LOCATION / STRUCTURE		
SUBSTRATE PREPARATION		
JOINTS SEALING		
SCUPPER CASTING		
DRAIN PIPE		
LIGHT WEIGHT CONCRETE SCREEDING		
SURFACE SLOPE %		
WATERPROOFING MEMBRANE/MATERIAL		
POLYETHYLENE SHEET		
THERMAL INSULATION		
GEOTEXTILE SEPARATION LAYER		
PRECAST CONCRETE TILE / SCREED		
ALUMINIUM FLASHING		
SEALANT FOR ALUMINIUM FLASHING		
LEAKAGE TEST FOR 24 HOURS		
TANKING STRUCTURE		
SUBSTRATE PREPARATION		
WATERPROOFING MEMBRANE/MATERIAL		
MEMBRANE INSTALLATION / PROTECTION		

☐ APPROVED ☐ APPROVED WITH COMMENTS ☐ NOT APPROVED, REDO

COMMENTS :

SEC SITE / PROJECT ENGINEER NAME :

DATE : TIME : SIGNATURE :

TEL : FAX : E-MAIL :

Contractor shall submit the Inspection Request at least 24-hours prior to the inspection time. Submit sketch of the location/spot to be inspected. Submit test results within 48 hours after completion.

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
INSPECTION REQUEST FOR MASONRY BLOCK WORK

PROJECT TITLE : .....

CONTRACT NO. : ..... PAN : ..... JO No. : .....

CONTRACTOR : .....

INSPECTION REQUEST NO. [ ] RE-INSPECTION REQUEST NO. [ ]

TIME : ..... DAY : ..... DATE : .....

PLACE / LOCATION : .....

REFERENCE DRAWING NC : .....

REFERENCE SPECIFICATIO : .....

I hereby confirm that the mentioned Work was checked by the Contractor and found to comply with SEC requireme

CONTRACTOR'S QA/QC ENGINEER SIGNATURE : .....

CONTRACTOR'S QA/QC ENGINEER NAME : ..... DATE : .....

TEL : ..... FAX : ..... E-MAIL : .....

APPLICABLE STANDARD : .....

INSPECT / VERIFY	CONTRACTOR INPUT	SEC OBSERVATION
LOCATION / STRUCTURE		
MASONRY BLOCK TYPE AND QUALITY		
MASONRY BLOCK DIMENSIONS		
MORTAR / GROUT MIXING PROPORTIONS		
FIRST LAYER LEVELING ALL AROUND		
HORIZONTAL / VERTICAL ALIGNMENT		
VERTICAL REINFORCEMENT SPACING		
LADDER MESH SIZE AND PLACING		
INSULATION MATERIAL		
DOORS AND OTHER OPENING		
WIRE MESH / ANGLE BEAD / TIES		
BLOCK WORK SURFACE FINISHING		

[ ] APPROVED [ ] APPROVED WITH COMMENTS [ ] NOT APPROVED, REDO

COMMENTS : .....

SEC SITE / PROJECT ENGINEER NAME : .....

DAT : ..... TIME : ..... SIGNATURE : .....

TEL : ..... FAX : ..... E-MAIL : .....

Contractor shall submit the Inspection Request at least 24-hours prior to the inspection time. Submit sketch of the location/spot to be inspected. Submit test results within 48 hours after completion.

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
INSPECTION REQUEST FOR PLASTERING

PROJECT TITLE : .....

CONTRACT NO. : ..... PAN : ..... JO No. : .....

CONTRACTOR : .....

INSPECTION REQUEST NO. [ ] RE-INSPECTION REQUEST NO. [ ]

TIME : ..... DAY : ..... DATE : .....

PLACE / LOCATION : .....

REFERENCE DRAWING NC : .....

REFERENCE SPECIFICATIO : .....

I hereby confirm that the mentioned Work was checked by the Contractor and found to comply with SEC requireme

CONTRACTOR'S QA/QC ENGINEER SIGNATURE : .....

CONTRACTOR'S QA/QC ENGINEER NAME : ..... DATE : .....

TEL : ..... FAX : ..... E-MAIL : .....

APPLICABLE STANDARD : .....

INSPECT / VERIFY	CONTRACTOR INPUT	SEC OBSERVATION
LOCATION / STRUCTURE		
EMBEDDMENTS		
SURFACE PREPARATION		
WIRE MESH / ANGLE BEAD / TIES		
PLASTER MIXING PROPORTIONS		
SPLATTERING		
GUIDE MARKS		
PLASTERING THICKNESS mm		
SURFACE FINISHING		

[ ] APPROVED [ ] APPROVED WITH COMMENTS [ ] NOT APPROVED, REDO

COMMENTS : .....

.....

.....

SEC SITE / PROJECT ENGINEER NAME : .....

DAT : ..... TIME : ..... SIGNATURE : .....

TEL : ..... FAX : ..... E-MAIL : .....

Contractor shall submit the Inspection Request at least 24-hours prior to the inspection time. Submit sketch of the location/spot to be inspected. Submit test results within 48 hours after completion.

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
INSPECTION REQUEST FOR PAINTING AND COATING

PROJECT TITLE : .....

CONTRACT NO. : ..... PAN : ..... JO No. : .....

CONTRACTOR : .....

INSPECTION REQUEST NO. [ ] RE-INSPECTION REQUEST NO. [ ]

TIME : ..... DAY : ..... DATE : .....

PLACE / LOCATION : .....

REFERENCE DRAWING NO : .....

REFERENCE SPECIFICATIO : .....

I hereby confirm that the mentioned Work was checked by the Contractor and found to comply with SEC requireme

CONTRACTOR'S QA/QC ENGINEER SIGNATURE : .....

CONTRACTOR'S QA/QC ENGINEER NAME : ..... DATE : .....

TEL : ..... FAX : ..... E-MAIL : .....

APPLICABLE STANDARD : .....

INSPECT / VERIFY	CONTRACTOR INPUT	SEC OBSERVATION
LOCATION / STRUCTURE		
PAINTING WORK		
PAINTING SURFACE		
PAINTING MATERIAL		
SURFACE PREPARATION		
PRIMER		
FILLER / PUTTY APPLICATION		
FIRST COAT		
SECOND COAT		
COATING WORK		
COATING SURFACE		
SURFACE PREPARATION		
COATING MATERIAL		
HOT-DIP GALVANIZING ASTM A-123/A-153		

[ ] APPROVED [ ] APPROVED WITH COMMENTS [ ] NOT APPROVED, REDO

COMMENTS : .....

SEC SITE / PROJECT ENGINEER NAME : .....

DAT : ..... TIME : ..... SIGNATURE : .....

TEL : ..... FAX : ..... E-MAIL : .....

Contractor shall submit the Inspection Request at least 24-hours prior to the inspection time. Submit sketch of the location/spot to be inspected. Submit test results within 48 hours after completion.

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
INSPECTION REQUEST FOR ASPHALT CONCRETE PAVING

PROJECT TITLE : .....

CONTRACT NO. : ..... PAN : ..... JO No. : .....

CONTRACTOR : .....

INSPECTION REQUEST NO. ☐ RE-INSPECTION REQUEST NO. ☐

TIME : ..... DAY : ..... DATE : .....

PLACE / LOCATION : .....

REFERENCE DRAWING NC : .....

REFERENCE SPECIFICATIO : .....

I hereby confirm that the mentioned Work was checked by the Contractor and found to comply with SEC requireme

CONTRACTOR'S QA/QC ENGINEER SIGNATURE : .....

CONTRACTOR'S QA/QC ENGINEER NAME : ..... DATE : .....

TEL : ..... FAX : ..... E-MAIL : .....

APPLICABLE STANDARD : .....

INSPECT / VERIFY	CONTRACTOR INPUT	SEC OBSERVATION
LOCATION / STRUCTURE		
SUBGRADE/SUBBASE PREPARATION		
KERB STONE FIXING AND LEVEL		
ASPHALT CONCRETE SUPPLIER NAME		
PRIME COAT (MC -1) TIME AND DATE		
PRIME COAT (MC -1) APPLICATION/TEMP		
BINDER/BASE COURSE THICKNESS/CLASS		
TACK COAT (RC-2) APPLICATION		
WEARING COURSE THICKNESS & CLASS		
ASPHALT CONCRETE TEMPERATURE		
COMPACTION EQUIPMENT		
UNCOMPACTED ASPHALT SAMPLING		
NO. OF CORES AND THEIR THICKNESS		

☐ APPROVED ☐ APPROVED WITH COMMENTS ☐ NOT APPROVED, REDO

COMMENTS : .....

SEC SITE / PROJECT ENGINEER NAME : .....

DAT : ..... TIME : ..... SIGNATURE : .....

TEL : ..... FAX : ..... E-MAIL : .....

Contractor shall submit the Inspection Request at least 24-hours prior to the inspection time. Submit sketch of the location/spot to be inspected. Submit test results within 48 hours after completion.

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
INSPECTION REQUEST FOR FENCING

PROJECT TITLE : .....

CONTRACT NO. : ..... PAN : ..... JO No. : .....

CONTRACTOR : .....

INSPECTION REQUEST NO. ☐ RE-INSPECTION REQUEST NO. ☐

TIME : ..... DAY : ..... DATE : .....

PLACE / LOCATION : .....

REFERENCE DRAWING NC : .....

REFERENCE SPECIFICATIO : .....

I hereby confirm that the mentioned Work was checked by the Contractor and found to comply with SEC requireme

CONTRACTOR'S QA/QC ENGINEER SIGNATURE : .....

CONTRACTOR'S QA/QC ENGINEER NAME : ..... DATE : .....

TEL : ..... FAX : ..... E-MAIL : .....

APPLICABLE STANDARD : .....

INSPECT / VERIFY	CONTRACTOR INPUT	SEC OBSERVATION
LOCATION		
CORNERS AND PERIMETER LAYOUT		
POSTS ALIGNMENT / ELEVATION		
GALVANIZED FENCE TYPE		
GALVANIZED CHAIN LINK FABRIC		
GALVANIZED WIRES		
GALVANIZED ACCESSORIES		
PRE-CAST CONCRETE FENCE POST		
PVC COATED FENCE FABRIC		
FENCE FABRIC CONCRETE EMBEDMENT		
PVC COATED WIRES		
GALVANIZED ACCESSORIES		
GATES		
NUMBER OF GATES AND TYPE		
GATE TYPES AND DIMENSIONS		
GATE FENCE FABRIC		
GROUNDING (EARTHING)		

☐ APPROVED ☐ APPROVED WITH COMMENTS ☐ NOT APPROVED, REDO

COMMENTS : .....

SEC SITE / PROJECT ENGINEER NAME : .....

DATE : ..... TIME : ..... SIGNATURE : .....

TEL : ..... FAX : ..... E-MAIL : .....

Contractor shall submit the Inspection Request at least 24-hours prior to the inspection time. Submit sketch of the location/spot to be inspected. Submit test results within 48 hours after completion.

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
INSPECTION REQUEST FOR BACKFILLING AND COMPACTION

PROJECT TITLE :

CONTRACT NO. : PAN : JO No. :

CONTRACTOR :

INSPECTION REQUEST NO. RE-INSPECTION REQUEST NO.

TIME : DAY : DATE :

PLACE / LOCATION :

REFERENCE DRAWING NC :

REFERENCE SPECIFICATIO :

I hereby confirm that the mentioned Work was checked by the Contractor and found to comply with SEC requireme

CONTRACTOR'S QA/QC ENGINEER SIGNATURE :

CONTRACTOR'S QA/QC ENGINEER NAME : DATE :

TEL : FAX : E-MAIL :

APPLICABLE STANDARD : .....

INSPECT / VERIFY	CONTRACTOR INPUT	SEC OBSERVATION
LOCATION / SPOT		
BACKFILLING MATERIAL TYPE		
BACKFILLING MATERIAL TEST		
LAYER THICKNESS		
ELEVATION		
MARL OR AGGREGATE BASE COURSE		
MAXIMUM DRY DENSITY ASTM D-2922		
OPTIMUM MOISTURE CONTENT		
RELATIVE COMPACTION 95% Minimum		
IN-SITU MOISTURE CONTENT		
SAND		
MAXIMUM INDEX DENSITY ASTM D-4253		
MINIMUM INDEX DENSITY ASTM D-4254		
RELATIVE DENSITY FOR SAND		

SKETCH FOR THE REQUIRED LOCATION IS PART OF THE INSPECTION REQUEST

☐ APPROVED ☐ APPROVED WITH COMMENTS ☐ NOT APPROVED, REDO

COMMENTS :

SEC SITE / PROJECT ENGINEER NAME :

DA : TIME : SIGNATURE :

TEL : FAX : E-MAIL :

Contractor shall submit the Inspection Request at least 24-hours prior to the inspection time. Submit sketch of the location/spot to be inspected. Submit test results within 48 hours after completion.

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
INSPECTION REQUEST FOR
STEEL REINFORCEMENT AND FORMWORK

PROJECT TITLE : .....

CONTRACT NO. : ..... PAN : ..... JO No. : .....

CONTRACTOR : .....

INSPECTION REQUEST NO. [ ] RE-INSPECTION REQUEST NO. [ ]

TIME : ..... DAY : ..... DATE : .....

PLACE / LOCATION : .....

REFERENCE DRAWING NC : .....

REFERENCE SPECIFICATIO : .....

I hereby confirm that the mentioned Work was checked by the Contractor and found to comply with SEC requireme

CONTRACTOR'S QA/QC ENGINEER SIGNATURE : .....

CONTRACTOR'S QA/QC ENGINEER NAME : ..... DATE : .....

TEL : ..... FAX : ..... E-MAIL : .....

APPLICABLE STANDARD : .....

INSPECT / VERIFY	CONTRACTOR INPUT	SEC OBSERVATION
LOCATION / STRUCTURE		
ALIGNMENT, LEVEL AND PLUMBNESS		
STEEL REINFORCEMENT		
TIE WIRE THICKNESS		
CONCRETE COVER AND SPACERS TYPE		
JOINTS		
WATER STOPPER		
CHAMFERING STRIP		
DOWELS		
ANCHOR BOLTS		
CUT OUTS		
ELECTRO-MECHANICAL EMBEDDEMENTS		
FORMWORK MATERIAL AND CONDITION		
FORMWORK SUPPORTS & SCAFFOLDING		

[ ] APPROVED [ ] APPROVED WITH COMMENTS [ ] NOT APPROVED, REDO

COMMENTS : .....

SEC SITE / PROJECT ENGINEER NAME : .....

DA : ..... TIME : ..... SIGNATURE : .....

TEL : ..... FAX : ..... E-MAIL : .....

Contractor shall submit the Inspection Request at least 24-hours prior to the inspection time. Submit sketch of the location/spot to be inspected. Submit test results within 48 hours after completion.

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
Safety Evaluation Report

Name of Contractor		Project Number:		Name of Project:	
Inspection Number:		Date of Inspection:		Name of Contractors Eng.:	
Name of SEC Site Engineer:		Name of Branch:		Name of Inspection Eng.:	

ITEM	DISCRIPTION	EVALUATION	
FIRE REVENTION	Fire Protection	☐ Satisfactory	☐ Un-Satisfactory
	Emergency Procedure	☐ Satisfactory	☐ Un-Satisfactory
	Safety Tagging and Signs in the Hazardous Area	☐ Satisfactory	☐ Un-Satisfactory
	Fire Extinguishers	☐ Satisfactory	☐ Un-Satisfactory
EYE PROTECTION	Safety Glasses (Wherever needed)	☐ Satisfactory	☐ Un-Satisfactory
FOOT PROTECTION	Boots(For All Personnal Working on the Site)	☐ Satisfactory	☐ Un-Satisfactory
HEAD PROTECTION	Helmet(For All Personal Working on the Site)	☐ Satisfactory	☐ Un-Satisfactory
EAR PROTECTION	Ear Plugs(Wherever there is excessive noise)	☐ Satisfactory	☐ Un-Satisfactory
HAND PROTECTION	Gloves(For all Personal working on the Site)	☐ Satisfactory	☐ Un-Satisfactory
BARRICADES	Sorrounding all trenches,excavation,etc.	☐ Satisfactory	☐ Un-Satisfactory
ELECTRIC TOOLS	in good condition	☐ Satisfactory	☐ Un-Satisfactory
	Properly Grounded	☐ Satisfactory	☐ Un-Satisfactory
	Right Tools used for the job	☐ Satisfactory	☐ Un-Satisfactory
	All Tools should be Insulated	☐ Satisfactory	☐ Un-Satisfactory
	Emergency Light in good condition	☐ Satisfactory	☐ Un-Satisfactory
	Power Dis-Connected whenever repair work in progress	☐ Satisfactory	☐ Un-Satisfactory
LADDERS	Ladder should be in good condition	☐ Satisfactory	☐ Un-Satisfactory
	Ladder with broken or missing rungs shall not be used	☐ Satisfactory	☐ Un-Satisfactory
FIRST AID KIT	First Aid Kit	☐ Satisfactory	☐ Un-Satisfactory
	(With all necessary medicines)	☐ Satisfactory	☐ Un-Satisfactory

Remarks:

SEC ENGINEER SIGNATURE:	CONTRACTOR ENGINEER SIGNATURE:

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
MINUTES OF SAFETY MEETING

(IN CONTRACTOR'S LETTER HEAD & LOGO)

Contract No.: _____

Project Title: _____

Contractor: _____

Location: _____

Date/Time: _____

CONTRACTOR'S KEY PERSONNEL AT THE MEETING:

S.N.	Name	Position	S.N.	Name	Position

NUMBER OF ATTENDEES:

Electrical Technicians:
Mechanical Technicians:
Other Technicians & Operators:
Laborers:
Total:

DISCUSSIONS: (*see instructions below)

I. **Main Topic:**

II. **Others:**

III. **Next Meeting Topic:**

The safety meeting adjourned at .....
The next safety meeting will be conducted on ..... at .....

Concurred by:

Signature: .....

Name: .....

Project Manager, Contractor

Date: .....

Prepared by:

Signature: .....

Name:.....

Safety Officer, Contractor

Date: .....

* Instructions: Discussions shall be based on all safety requirements to be observed during civil construction, installation of equipment, working near live parts, commissioning, etc. Also, the use of safety equipment/tools during construction shall be emphasized. Further, a record shall be made of all doubts, questions raised by any person at the meeting and answers/clarifications on the same.

الشركة السعودية للكهرباء
Saudi Electricity Company

.....Sector for Distribution & Customer Services
Distribution Engineering Department
Projects Division

PROJECT TITLE: _____

CONTRACT NO.: _____

CONTRACTOR: _____

INSTRUCTION NO.: DATE: TIME:

REF DRAWING NO. _____ TITLE: _____

CHANGE DESCRIPTION:

ISSUED BY		
CHECKED BY	SITE PROJECT ENG'R, **PD**	
CONFIRMED BY	PROJECT MANAGER, CONTRACTOR*	

* Note: The Contractor confirms that this site instruction **does not** involve adjustment in the Contract Sum or extension of the Contract Milestones and **not** inconsistent with the intent of the Contract Documents.

* original /contractor * cc / project division

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION

LIST OF CONSTRUCTION MATERIALS FOR APPROVAL

Project Title :

Contract No.: **PAN :** **JO No. :**

Contractor : **Date :**

Submittal No.	Description	Manuf./ Supplier	Model/Cat. No.	SEC Ref (Drawing, SOW, Standards)	Location to be Used in	SEC Remarks

NOTE: 1. Use Prefix for each submittal number: C (Civil), M (Mechanical), E (Electrical), CM (Communication), SF (Safety), S (SCADA)
2. Materials shall be submitted as one package for each discipline. No partial submission is allowed.
3. For revised submittal, please indicate revision No. and attached a point-wise compliance statement for earlier comments.

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
EQUIPMENT / MATERIAL
DELIVERY INSPECTION CERTIFICATE

…… *Sector for Distribution & Customer Services*
Distribution Engineering Department
Projects Division

PROJECT TITLE :

CONTRACT No. : PAN : JO No.:

CONTRACTOR :

DELIVERY DATE : INSPECTION DATE:

Contract Item #	Material Description	Supplier/ Manufacturer	Qty	Case/Crate No.	Location	Remark / Comment

The above material(s) is/are available at site. Inspection was carried out on the same and it/they has/have been found in good condition and conforming to SEC requirements.

Comments (if any):

Requested by:

Signature: ……

Name: ……

Project Manager, Contractor

Date: ……

Inspected by:

Signature: ……

Name: ……

SEC- Project Engineer

Date: ……

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION

MINUTES OF SITE PROGRESS MEETING

Meeting No. :

PROJECT TITLE:

CONTRACT No :

CONTRACTOR:

PLACE: DATE: TIME:

PERIOD (WEEKLY/BI-WEEKLY) From: To:

ATTENDED BY: NAME POSITION	MINUTES WRITTEN BY:
SEC 1- **Contractor** 2-	

ITEM	*DESCRIPTION OF DISCUSSION*	*ACTION BY*	
		NAME	DATE
1.0	**Completion (%)** **Overall** | **This Period** Plan | Actual | **To Date** Plan | Actual Note: Break by portion, if any.		
2.0	**GENERAL**		
2.1			
3.0	**ENGINEERING & DESIGN**		
3.1			
4.0	**EQUIPMENT / MATERIALS**		
4.1			
5.0	**CONSTRUCTION**		
5.1			
6.0	**SAFETY**		
6.1			

Contractor:

(Name)
Project Manager
Date:

SEC:

(Name)
Project Engineer
Date:

The meeting was adjourned at .....hrs. The next meeting will be held on.....

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
SUMMARY OF PROJECTS PROGRESS

Report Period : From / / 20 to / / 20

S.N.	S/S No. Site Name Contract No. Project Title Account No. PAN	Contract Amount / Type	Description	Contract Award Date Period	Contractor Name	% Execution Percentage		Activities	PAC Plan Actual	Problems/ Remarks
						Plan	Actual			
1										
2										
3										
4										

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION

Detailed Progress Report

Report #: **Report Period:** **From :** - - 20 **To :** - - 20

Contract No. :

Project Title :

Contract Value :

PAN : **J.O. No. :**

Contract Award Date :

Project Milestone Dates : TCC: PAC : FAC:

Contractor Name :

1. Project Summary :

2. Progress Summary :

Description	Weight (%)	Planned (%)	Actual (%)
Engineering			
Material / Equipment			
Construction			
Testing			
Total			

Contract Value	Account No.	No. of Invoices	Amount of Approved Invoices	Approved Invoices to Contract Value (%)

3. Status :

Engineering / Design

Material / Equipment

Construction

Testing and Commissioning

4. Area of Concern :

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
PROJECT'S SUBMITTAL / TRANSMITTAL

Submittal No.: **Date :**

Project Title :

Contract No. : **PAN :** **JO No.:**

To :

Div. Manager, TAPD/TSPD	☐	**Div. Manager, MDNOD/PTSD**	☐
Div. Manager, SMD/PED	☐	**Div. Manager, SMDE/P&TED**	☐
Div. Manager, SO&CD/SCADA	☐	**Div. Manager, SMDE/DSMD**	☐
Div. Manager, SO&C/CO&C-E	☐	**Div. Manager, ISD/FF&LPD**	☐
Div. Manager, TSSD/TDMD	☐	**Div. Manager, TAPD/BAPD**	☐
Div. Manager, DED/TSD	☐	**Principal Engineer, TCD/TOED**	☐
	☐		☐
	☐	**Others (Specify)**	☐

Attention :

Reference :

PLEASE FIND HEREWITH THE FOLLOWING (CHECK REQUIRED BOX):

☐ Drawing (s) ☐ Calculation(s) ☐ Material(s)

☐ Report (s) ☐ Others (Specify)

S. No.	Description	Qty	Remarks

FOR ACTION (CHECK REQUIRED BOX):

YOUR REVIEW / COMMENTS OR APPROVAL BY **Date**

YOUR INFO/RECORD ☐ *COORDINATION WITH OTHER DIV.* ☐

AT YOUR REQUEST ☐ *OTHER, PLEASE SEE NOTE BELOW* ☐

Should you have any question, please contact
Name :..... on ext.....
E-mail:..... *Fax No.* .....

Signature : .....
(NAME)

Eng.....
Project- Division

cc: Letter Book File, CN-...../00 File

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
CONTRACTOR'S TECHNICAL SUBMITTALS FOR APPROVAL LOG

PROJECT TITLE : .....

CONTRACT No. : ..... *PAN :* ..... *JO No. :* .....

CONTRACTOR : .....

S. N.	*Ref. #*	*Description*	*Date Received*	*Send Out for Review*		*Return to PD*		*Remarks*	*Date Returned to Contractor*	*Ref. #*
				To	*Date*	*Due*	*Actual*			
				*	*					

* *If the submittal is reviewed internally by* ***PD****, Please indicate N/A (Not Applicable)*

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
MAJOR EQUIPMENT / MATERIAL PROCUREMENT REPORT

Project Title : _____ *Contract No. :* _____

PAN : _____ *JO No. :* _____

Contractor: _____ *Date:* _____

Item No.	*Description of Equipment/Materials*	*Manufacturer/ Supplier*	*QTY.*	*P.O. No./ Date*	*Approval Date*	*IIA Approval Date*	*IIA Approved Inspector*	*Factory Test*		*Release Date*	*Shipping Date*		*Arrival at Site*		*Remarks*
								Sch.	*Actual*		*Sch.*	*Actual*	*Sch.*	*Actual*	

Contractor Signature : _____ *Date:* _____

Legend: IIA (Independent Inspection Agency), I&TP (Inspection & Test Plan), N/A (Not Applicable)

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
EQUIPMENT / MATERIAL
RELEASE OF SHIPMENT CERTIFICATE

PROJECT TITLE :

CONTRACT No. : PAN : JO No.:

CONTRACTOR :

ISSUED BY : CERTIFICATE No.:

ISSUER REF. : DATE:

Contract Item #	Material Description	Serial No.	Supplier/ Manufacturer	Quantity Release

IT IS CERTIFIED THAT THE ITEMS LISTED ABOVE HAVE BEEN RELEASED FROM INSPECTION FOR SHIPMENT TO SEC-**. A COPY OF THIS COMPLETED FORM SHALL ACCOMPANY THE DELIVERY REQUEST.

NOTE: THIS CERTIFICATE DOES NOT RELIEVE THE SELLER/MANUFACTURER OF HIS CONTRACTUAL RESPONSIBILITIES FOR QUALITY OF GOODS DELIVERED FOR INTENDED USE OR PURPOSE.

Recommended By:

Quality Assurance & Quality Control
Service Contractor
(Print Name, Designation, Signature, Stamp with Date)

Approved by

Division Manager, DED / PD
SEC

Release Authorized By:

Project Manager, Contractor
(Print Name, Signature, Stamp with Date)

DISTRIBUTIONS: *Original – Contractor* *Copy – SEC*

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION

Overall Project Cost

Item No.	Item Discription	Unit	Cost Estimation																		Total Qty	Total Amount
			Unit Rate		Village Name		Village Name		Village Name		Village Name		Village Name		Village Name		Village Name		Village Name			
			Mat.	Inst.	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount		

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
FINAL INVOICE CHECKLIST

Contract No. & Title: .....

	ITEM DESCRIPTION	YES	NO	DATE	REMARKS
1.	Is the project completed?				
2.	Is Project Engineer satisfied?				
3.	Logbook reviewed and comments closed?				
4.	TCC signed?				
5.	PAC signed?				
6.	Depreciation Certificate issued?				
7.	All punchlist completed?				
8.	Telephone line disconnected?				
9.	As-built drawings submitted?				
10.	List of material/ equipment submitted?				
11.	Operating Manuals submitted?				
12.	Warranty Items received?				
13.	ID issued returned / ISD clearance?				
14.	Penalty Clause assessed?				
15.	FRRA signed?				
16.	Bank Guarantee valid?				
17.	Any exception items?				

Note:

Route to:	Action	Date

Legend:

TCC : Technical Copletion Certificate
PAC : Priliminary Acceptance Certificate
FR&RA : Final Receipt & ReleaseAgreement
ISD : Industrial Security Department

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION

Amendment/Change Order Status Report

PAN	JO No.	CONTR. No.	CONTRACT TITLE	SOW	CR	PQ	JX	BC	BO	AWARD	REMARKS

LEGEND :

CR : Contract Requisition Date
PQ : Prequalification Date
JX : Job Explanation Date
BC : Bid Closing Date
BO : Bid Opening Date
AWARD : Target Date for Contract Signing

SOW: Scope of Work Issue Date
* Denotes changes
_____ Denote Approved Dates
( ) Denotes Actual Dates

PD Manager :

Signature :

Date :

Saudi Electricity Co.
Distribution & Customer Services Business
..... Sector
Distribution Engineering Department

الشركة السعودية للكهرباء
نشـــاط التوزيع وخدمات المشتركين
القطاع .....
إدارة هندسة التوزيع

Dated: / /20 G التاريخ : / / ١٤ هـ

شهـادة الإنجـــاز الفنّي
Technical Completion Certificate (T. C. C.)

☐ Partial Completion. ☐ Final Completion.

Contract No. & Date:		رقم العقد وتاريخه :
Contractor's Name:		اســـــم المقاول :
Location / Project:		الموقع/ المشروع :
Site Delivery Date:		تاريخ استلام الموقع :
Contract Period:		مـدة العقـد :
Contract Completion Date:		تاريخ انتهاء العقـد:
Actual Completion Date:		التاريخ الفعلي للانتهاء:
Delay Period, if Applicable:		مدة التأخيـر (إن وجدت):

Description of Work accepted: وصف الأعمال المستلمة :

.....

.....

.....

.....

.....

Remarks: **ملاحظـــات** :

.....

.....

.....

CONTRACTOR'S ACKNOWLEDGEMENT إقـــــرار المقـــــــاول

Name of the Project Manager: اســم مديـــر المشـــروع :

Contractor's Stamp & Date ختم المقـاول والتاريـخ

Signature: التوقيـــع :

S.E.C. APPROVAL اعتماد الشركة السعودية للكهرباء

المهندس /
مهندس المشـــروع

المهندس/
مدير إدارة هندسة التوزيع

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4th copy – Contracting Department.
5th copy – DED

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION

PUNCH LIST

Project Title :

Contract No. : PAN : J.O. No.:

Contractor : Date :

S.N.	Item Description	Originator	Org. Ref	PL Type (A/B)	Contractor's Response	Originator Response	(C/P) Sig/Date

REF.: Specify Clause number of SOW/TS, SEC applicable Standard or IFC Drawing No.
C/P : Clear Punch List

B: PL doesn't prevent energization
A: PL prevents energization

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION

PUNCH LIST CLEARANCE STATUS REPORT

Project Title : ..... Contract No. : .....

PAN ..... JO No. : .....

Contractor : ..... Date : .....

S.N.	Punch List Originator Dep./Div.	Date of PAC Issuance	Total PAC Snags	NO.OF SNAGS								% Completed	Other Pending				Total to be Cleared	Remarks
				Can not be done		To be done				Done								
				Not In Scope	Needs Clarification	Need Materials/ Reports	Need Witness	Need Outage	Others/ Will be done	Signed	Not Signed		Warranty Problem	Spare Parts	As-built Drawings	Training/ O&M Manual		
	GRAND TOTAL																	

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
PROJECT PLANT / EQUIPMENT RECORD
(Items of Value SR 5.000 and above)

Project Title : _____ **PAN :** _____ **JO No.:** _____

Contractor : _____ **Contract No.:** _____

Item No.	Plant/ Equipment	Location	Manufacturer	Model/Type	Serial No.	Price (SR)		For SEC Use Plant Tag No
						Material	Installation	

Submitted by (Contractor) Name: _____ Signature: _____ Date: _____

الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
Projects under Close-out Status Report

Report No.: ..... **Date: .....**

S.N.	*PAN / JO #*	*CONTRACT No.*	*PROJECT TITLE*	*TCC Sign Date(s)*	*PAC Sign Date(s)*	*FAC Sign Date(s)*	*Current Status*	*Initial of PE*

Saudi Electricity Co.
Distribution & Customer Services Business
..... Sector
Distribution Engineering Department

الشركة السعودية للكهرباء
نشـــاط التوزيع وخدمات المشتركين
القطاع .....
إدارة هندسة التوزيع

Dated: / /20 G تاريخ : / / ١٤ هـ

شهـادة الاستلام الابتدائـي
Preliminary Acceptance Certificate (P. A. C.)

Contract No. & Date:		رقم العقد وتاريخه :
Contractor's Name:		اســـم المقاول :
Location / Project:		الموقع/ المشروع :
Site Delivery Date:		تاريخ استلام الموقع :
Technical Completion Date:		تاريخ الإنجاز الفني:
Provisional Acceptance Date:		تاريخ الاستلام الابتدائي:

Description of Work Accepted: وصف الأعمال المستلمة :

CONTRACTOR'S ACKNOWLEDGEMENT إقـــرار المقـــاول

The contractor hereby confirms that all material, civil and erection work has been completed according to the Contract specifications and SEC standard. The contractor also confirms that all respective invoices of this project have been presented to SEC and he acknowledges that SEC will not accept any claim after the date of issue of this certificate except PAC & FAC invoices. However, acceptance of above works shall not be deemed to have relieved the Contractor of his obligations with respect to defective workmanship, material, or equipment made known within the guarantee / warranty period.

يؤكد المقاول بأن جميع المواد والأعمال المدنية والتركيبات لهذا المشروع قد أنجزت وفقاً لشروط ومواصفات العقد ومعايير الشركة السعودية للكهرباء. كما يؤكد المقاول بأن كافة الفواتير المتعلقة بهذا المشروع قد قدمت للشركة السعودية للكهرباء ويقر بأن الشركة السعودية للكهرباء لن تقبل أية مطالبة بعد إصدار هذه الشهادة ما عدا فواتير الاستلام الابتدائي والنهائي . كما أن إصدار شهادة الاستلام الابتدائي لأعمال المقاول لا يعتبر إعفاء له من مسؤولياته عن أي أخطاء ناتجة عن التصنيع والتركيب والتشغيل للمعدات خلال مدة الضمان المنصوص عليها بالعقد

Name of the Project Manager: اسم مدير المشـــروع :
Contractor's Stamp & Date ختم المقاول والتاريـــخ

Signature: التوقيـــع :

S.E.C. APPROVAL اعتماد الشركة السعودية للكهرباء

This is to certify that as of this date / /20 G the Contractor has complied with the requirement of PAC for the project as stipulated in the above mentioned contract. The above date will therefore, be taken as the operated date of PAC for the project as per Contract general conditions item No. 17.

بهذا نشهد أنه بتاريخ / / ٢٠ م فإن المقاول قد أوفى بمتطلبات الاستلام الابتدائي للمشروع كما هو موضح بشروط العقد المذكور أعلاه ، وعليه فإن هذا التاريخ يعتبر تاريخ الاستلام الابتدائي حسب البند رقم ١٧ من الشروط العامة.

المهندس /
مهندس المشـــروع

المهندس/
مدير إدارة هندسة التوزيع

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Saudi Electricity Co.
Distribution & Customer Services Business
..... Sector
Distribution Engineering Department

الشركة السعودية للكهرباء
نشـــاط التوزيع وخدمات المشتركين
القطاع .....
إدارة هندسة التوزيع

Dated: / /20 G تاريخ : / / ١٤هـ

شهـــادة الاستـــلام النهائـــي
Final Acceptance Certificate (F. A. C.)

Contract No. & Date:		رقم العقد وتاريخه :
Contractor's Name:		اســـــم المقاول :
Location / Project:		الموقع/ المشروع :

Work Description : وصف العمل :

Site Delivery Date	: / /	تاريخ تسليم موقع العمل	: / /
Technical Completion Date	: / /	تاريخ الإنـــجاز الفني	: / /
Provisional Acceptance Date:	: / /	تاريخ الاستلام الابتدائي	: / /
Final Acceptance Date:	: / /	تاريخ الاستلام النهائي	: / /

CONTRACTOR'S ACKNOWLEDGEMENT	إقـــرار المقـــــاول
Name of the Project Manager:	اسم مدير المشـــروع :
Contractor's Stamp & Date	ختم المقاول والتاريخ
Signature:	التوقيـــع :

S.E.C. APPROVAL اعتماد الشركة السعودية للكهرباء

المهندس /
مدير إدارة هندسة التوزيع

المهندس /
مهندس المشـــروع

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الشركة السعودية للكهرباء
Saudi Electricity Company

DISTRIBUTION ENGINEERING DEPARTMENT
PROJECTS DIVISION
FINAL AS-BUILT TRANSMITTAL

Address .....Tel. No. ..... Fax No. .....

CONTRACT NO.: _____ Date: [ ][ ][ ] (dd mm yy)

CONTRACT/PROJECT TITLE: _____ JO NO(s).: _____

_____ BI NO(s).: _____

To: **DIVISION MANAGER**
c/o Address

Subject: **AS-BUILT DRAWINGS AND OPERATIONS & MAINTENANCE MANUALS**

Enclosed herewith are the **Final As-Built Drawings** as per the attached Drawing Control Sheet #..... and **Operations & Maintenance Manuals** of the above Project. All your comments have been incorporated in these documents.

Please return this Transmittal Form with your acknowledgement signature.

If you have any queries, please call: _____ at Tel. No.: _____

Name: _____ Position: _____

Dept./Div.: _____

Tel. No.: _____

Signature: _____ Date: _____

ACKNOWLEDGEMENT

We hereby confirm receipt of all **As-Built Drawings** and **Operations & Maintenance Manuals** after incorporating all our comments.

Name: _____ Position: _____

Dept./Div.: _____

Tel. No.: _____

Signature: _____ Date: _____

الشركة السعودية للكهرباء
Saudi Electricity Company

اخلاء طرف المقاول
(بطاقات اثبات / تصاريح سيارات)

CONTRACTOR ID/STICKER CLEARANCE REPOR

TO BE FILLED IN BY SPONSORING DEPARTMENT — يعبأ من قبل الإدارة المعنية

Contractor's Name:	اسم المقاول	Contract No.:	رقم العقد
Contract Work Location:	موقع العمل	C.R. No.	رقم السجل التجاري
Originated by :(Div. Head Name & Sign.)	أعده (اسم وتوقيع مدير الدائرة)	Tel.No.	رقم الهاتف
Confirmed by :(Dept. Head Name &Sign. Date)	اعتمده (اسم وتوقيع مدير الإدارة بتاريخه)	Tel.No.	رقم الهاتف

SPACE FOR SCECO ID UNIT — مخصص لوحدة إثبات الشخصية

تاريخ الاستلام Date Received	مجموع البطاقات المصدرة Total Issued Cards	مجموع الملصقات المصدرة Total Issued Stickers	مجموع البطاقات والملصقات المفقودة Total Lost Cards/Stickers	مجموع الملصقات المرجعة Total Retrieved Stickers	مجموع البطاقات المرجعة Total Retrieved Cards	بطاقات أعيدت متأخرة Cards Returned Late

PENALTIES — الغرامات

- Lost ID or Sticker : S.R. 500 each — ٥٠٠ ريال لكل بطاقة يتم فقدانه
- Late Return of ID for every week after — ١٠٠ ريال عن كل اسبوع في حالة تأخير إعادة البطاقة بعد تاريخ الانتهاء

STATEMENT FOR CONTRACTOR ID CARDS RETURNED LATE AND LOST STICKER

رقم بطاقة اثبات الشخصية ID Number	تاريخ الانتهاء Expiry Date	تاريخ الإعادة Returned Date	عدد أيام التأخير Day Rtrn. Late	المبلغ (ر.س.) Amount(SR)	رقم التصريح Sticker Number	المبلغ (ر.س.) Amount(SR)

GRAND TOTAL — المجموع الكلي | IN WORDS: — كتابة

رقم المقاول Contractor Code	Security Stamp ختم الأمن الصناعي	Approved by : موافق عليه :
		Job Title : الوظيفة :
		Date : التاريخ :

الشركة السعودية للكهرباء
Saudi Electricity Company

اتفاقية مخالصة وإبراء ذمة

FINAL RECIEPT AND RELEASE AGREEMENT

نموذج رقم ١٥٠٧٦(٠٥/٠٦)
Form No.15076 (06/05)

Date	التاريخ	

رقم العقد CONTRACT NO.	CONTRACT TITLE عنوان العقد	رقم الميزانية B.I. NO.	رقم طلب العمل JOB ORDER NO.

PAY TO يدفع إلى

In Consideration of the payment by company of Saudi Riyals .....(SR.....) less applicable deductions, CONTRACTOR hereby releases COMPANY from any further liability of any nature whatsoever arising from or relating to contract No..... as it may have been supplemented or amended or arising from or relating to :

مقابل قيام الشركة بدفع مبلغ وقدره .....(.....) من الريالات السعودية ، ناقصا الحسميات المناسبة ، يبرئ المقاول بهذا ذمة الشركة من أية التزامات أخرى أيا كان نوعها ناشئة عن العقد رقم ..... وما أضيف إليه من ملحقات أو أدخل عليه من تعديلات أو ناجمة عن الأعمال التالية أو ما يتصل بها :

COMPANY:	الشركة:	CONTRACTOR:	المقاول:	ختم المقاول Contractor Seal
Signature and Date:	التوقيع والتاريخ:	Signature and Date:	التوقيع والتاريخ:	
Name:	الاسم:	Name:	الاسم:	
Title:	الوظيفة:	Title:	الوظيفة:	

FOR COMPANY USE ONLY لاستعمال الشركة فقط

RECOMMENED BY COMPANY REPRESENTIVE أوصى بذلك ممثل الشركة		المبلغ الاجمالي GROSS SUM	
Signature and Date:	التوقيع والتاريخ:	الحسميات DEDUCTIONS	
Name:	الاسم:		
Title:	الوظيفة:		
COST COPLIANCE VERIFICATION التدقيق ومطابقة التكاليف			
Signature and Date:	التوقيع والتاريخ:	صافي المبلغ المستحق الدفع NET AMOUNT PAYABLE	
Name:	الاسم:		

REMARKS(Include explanation of Deductions) ملاحظات (وضح أسباب الحسميات)

ادخلت المعلومات CIS Input

By بواسطة

Date التاريخ

Original: contracting | 1st copy: contractor | 2nd copy :payment (voucher file) | 3rd copy :proponent
4th copy: payee | 5th copy: cost compliance | 6th copy: accounting-data entry | 7th copy: accounting (project file)